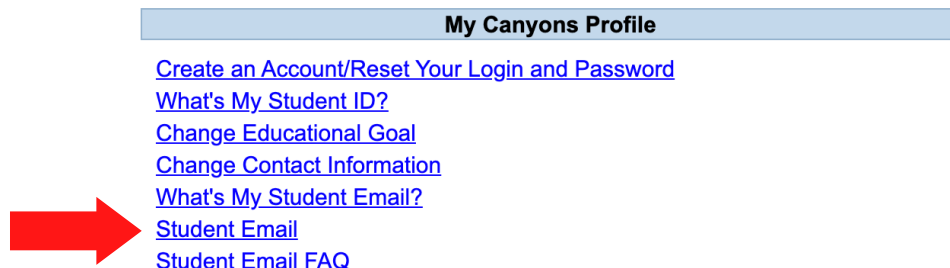


How to Forward COC Student Emails to Personal Email Account

www.canyons.edu

Step 1: Log Into your MyCanyons account at my.canyons.edu

Step 2: Under "MyCanyons Profile", click on "Student Email"

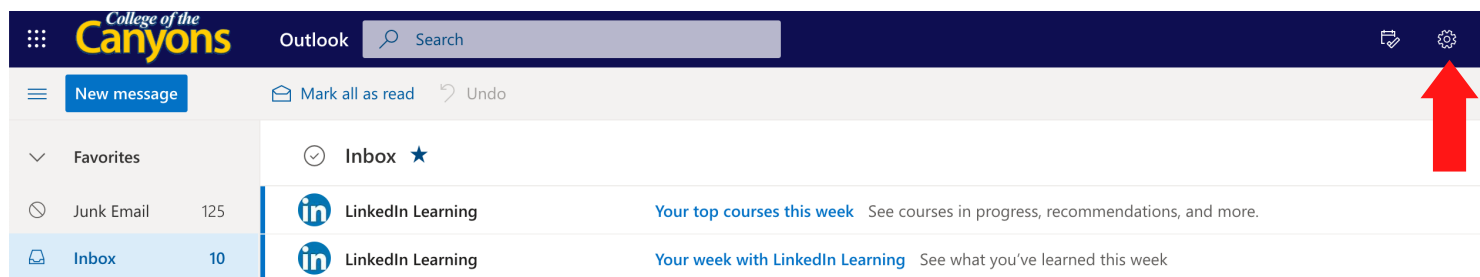


My Canyons Profile

- [Create an Account/Reset Your Login and Password](#)
- [What's My Student ID?](#)
- [Change Educational Goal](#)
- [Change Contact Information](#)
- [What's My Student Email?](#)
- [Student Email](#)
- [Student Email FAQ](#)

A red arrow points to the "Student Email" link.

Step 3: Log in, and click the "Settings" button



College of the Canyons Outlook Search

New message | Mark all as read | Undo

Favorites

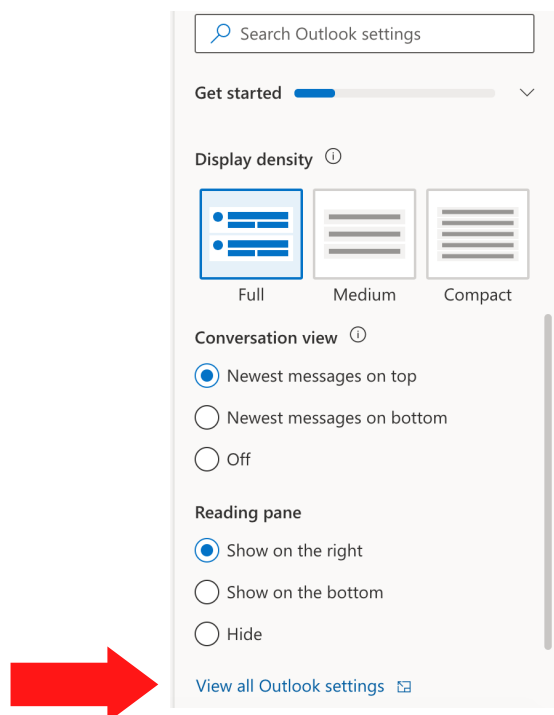
- Inbox ★
- Junk Email 125
- Inbox 10

LinkedIn Learning | Your top courses this week | See courses in progress, recommendations, and more.

LinkedIn Learning | Your week with LinkedIn Learning | See what you've learned this week.

A red arrow points to the settings gear icon in the top right corner.

**Step 4:
Under "Settings", click on "View
all Outlook settings"**



Search Outlook settings

Get started

Display density

- Full
- Medium
- Compact

Conversation view

- Newest messages on top
- Newest messages on bottom
- Off

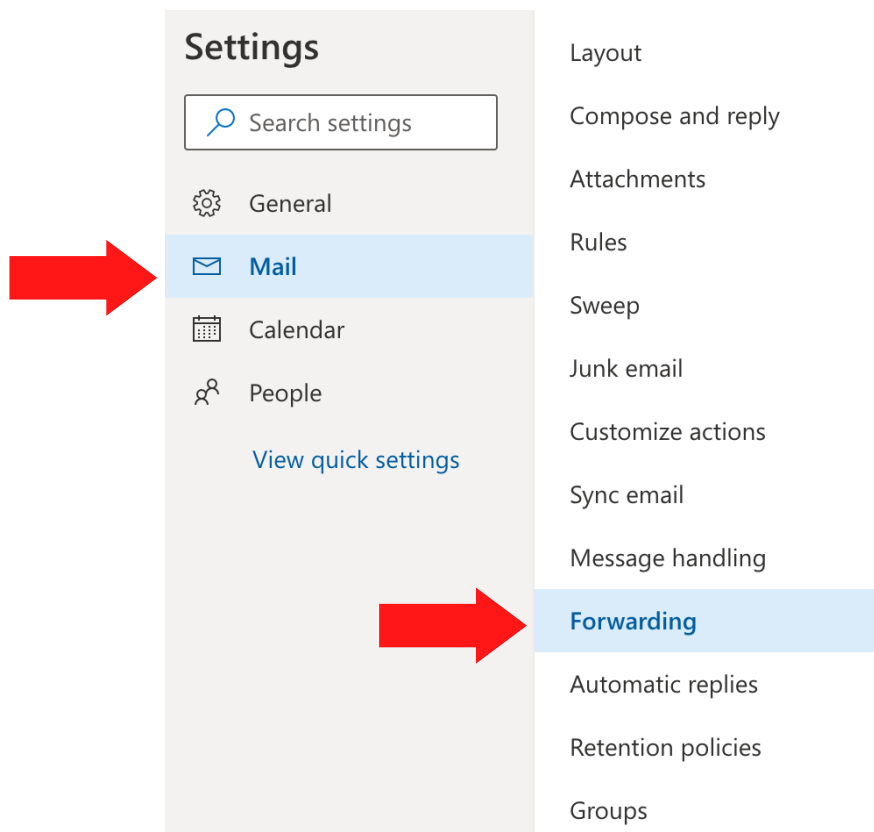
Reading pane

- Show on the right
- Show on the bottom
- Hide

[View all Outlook settings](#)

A red arrow points to the "View all Outlook settings" link.

Step 5: Click on "Mail" and then "Forwarding"



The screenshot shows the Outlook Settings application. On the left, a vertical list of settings categories includes 'General', 'Mail', 'Calendar', and 'People'. A red arrow points to the 'Mail' category. On the right, a list of sub-settings includes 'Layout', 'Compose and reply', 'Attachments', 'Rules', 'Sweep', 'Junk email', 'Customize actions', 'Sync email', 'Message handling', 'Forwarding', 'Automatic replies', 'Retention policies', and 'Groups'. A second red arrow points to the 'Forwarding' sub-setting.

Forwarding

You can forward your email to another account.

Enable forwarding 

Forward my email to:

Keep a copy of forwarded messages

Step 6:
Under "Forwarding", select "Enable Forwarding" and enter the E-Mail address you want your emails forwarded to.

Step 7: Click "Save" at the bottom right of the screen

