

### marin.edu Email Access, **On-Campus**

There are two email accounts assigned to each full-time and part-time faculty member, [firstname.lastname@marin.edu](mailto:firstname.lastname@marin.edu), referred to as your **marin.edu** account and [yourlogin@mycom.marin.edu](mailto:yourlogin@mycom.marin.edu), referred to as your **MyCOM** account.

The **marin.edu** account is your official College of Marin address. It is the address found in the employee directory, it is on the web, and it is in the college server global address book. When college email is sent to the faculty and staff, this is the account to which the email is sent.

You can login to your **marin.edu** account from any **on-campus** college office computer using the following steps:

1. If you are already logged onto your own office computer, you can open Outlook and access your **marin.edu** account.

2. If you share a computer and another user is logged in, use the start menu to logoff the other user and wait for the **Welcome to Windows** screen. If the computer is turned off, turn it on, and it will display the **Welcome to Windows** screen.



3. Follow the instructions to press **Ctrl+Alt+Delete** to bring up the Log On screen.

4. Type your user name (usually firstnamelastname), type your password (usually your firstname, lowercase), choose MARIN from the drop-down menu, and press **OK**.



You will see your personal desktop view from the College of Marin server.

5. From the Start Menu, open Outlook to access your **marin.edu** email account.

The first time you open Outlook after you login to the college network on an office computer, you will see a window asking if you want to set up an email account. Answer yes, and the account information matching your login will be automatically displayed including your inbox, all of your email, your sent items, your contacts, and any items you added to the calendar.

**marin.edu Email Access, **Off-Campus****

You can login to your **marin.edu** email account from any **off-campus** college office computer using the following steps:

1. On a PC, type this address into your browser's address bar: <https://mailz.marin.edu/owa>.

2. When you see Office Outlook Web Access login screen,

a. choose the Security level based on the computer on which you are working

b. Do NOT select:

**Use Outlook Web Access Light**

c. Log in with:

**marin\firstnamelastname**  
and your **password**

(the same login and password you use for faculty email)

Microsoft Office Outlook Web Access

Security ( show explanation )

This is a public or shared computer

This is a private computer

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

Use Outlook Web Access Light

Domain\user name: marin\alicedieli

Password: .....

Log On

Connected to Microsoft Exchange  
© 2007 Microsoft Corporation. All rights reserved.

When you login, the default view is your Outlook Exchange inbox with common email management options.

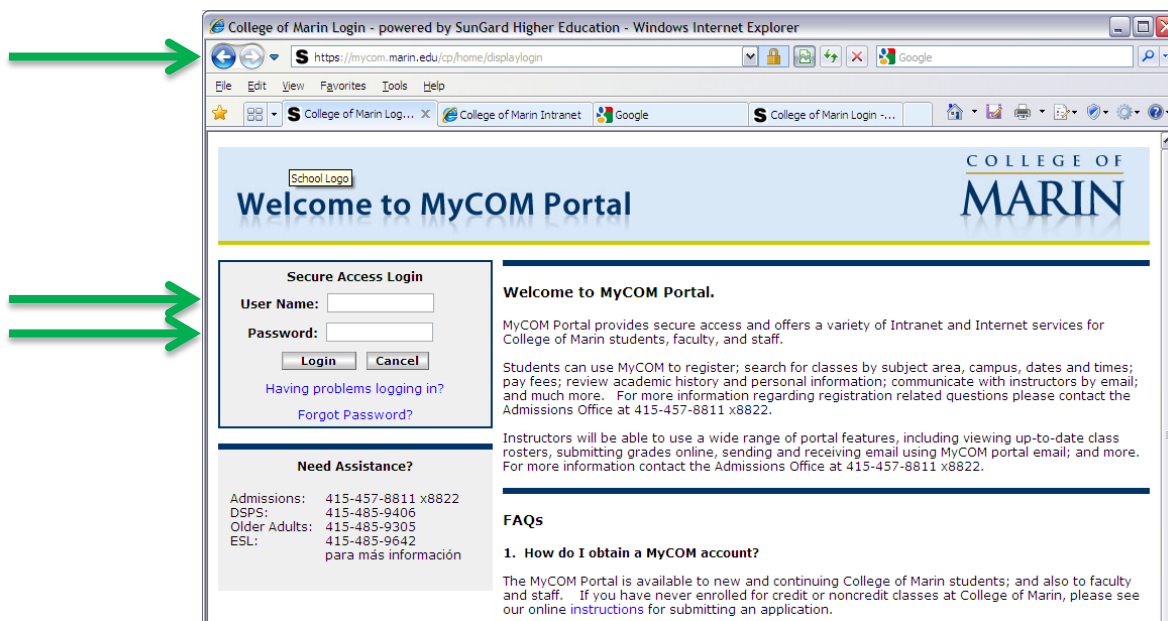
## mycom.marin.edu Email Account

The **mycom.marin.edu** account is the email address students see on their course home pages from the MyCOM portal. It is the one students will automatically use when they follow the portal instructions, **Click an instructor name to send email**.

Messages from Admissions and Records about grading, registration, and other course related items, will be sent to this address.

You can login to your own **mycom.marin.edu** account from any computer **with Internet access** using the following steps:

1. In your browser's address bar type: [mycom.marin.edu](https://mycom.marin.edu). When the page is displayed, the address will change to: <https://mycom.marin.edu/cp/home/displaylogin>.



2. On this screen, type in your **MyCOM** username and password. You may have received those in a letter from the college.

By default, your user name is your first initial last name with no spaces, but if that combination is in use, you would have been given a different user name. Your user name is not case sensitive. Your default password is your birthdate in the format of six digits.

The first time you login, you must change your password and setup two security questions. You can change your password again, anytime, from the My Account link.

Copyright © SunGard Higher Education 1998 - 2009.

Top **SUNGARD**  
HIGHER EDUCATION

3. Your Home page will have a number of tabs across the top. From the **Faculty** tab, you can manage your Course pages.
4. The link to your MyCOM E-mail is at the top right of the page. The default view is your inbox. There are common options available including choices to add folders, set up signatures, and otherwise manage your MyCOM mail.
5. There is also a tab with helpful **Tutorials**. Look under the **Faculty** subheading to find the tutorial explaining how to view your roster and submit grades and attendance, as appropriate. A second tutorial covers managing your course home pages including posting your syllabus, announcements, and files, adding links, and using the built-in email system to contact students enrolled in your class.

**NOTE:** If you would like more information or have any difficulties accessing either email account, feel free to give me a call at extension 7540, or email me at [alice.dieli@marin.edu](mailto:alice.dieli@marin.edu).

## How To Forward Email From **marin.edu**

You can forward your College of Marin email to any other email account by setting up a rule that will apply to all email you receive. However, if you are using a MAC, you will not be able to complete these steps via the web, because Microsoft Exchange is not supported in its full version on the MAC OS. Instead, complete these steps from an on-campus office computer.

(Remember that when you reply to forwarded mail, you are replying to yourself, unless you type in the original sender's email address in your message TO: text box!)

1. On a PC, log in to your marin.edu account by typing this address into your browser's address bar: <https://mailz.marin.edu/owa>.

2. When you see the Office Outlook Web Access login screen,

a. choose the Security level:

This is a private computer

b. Do NOT select:

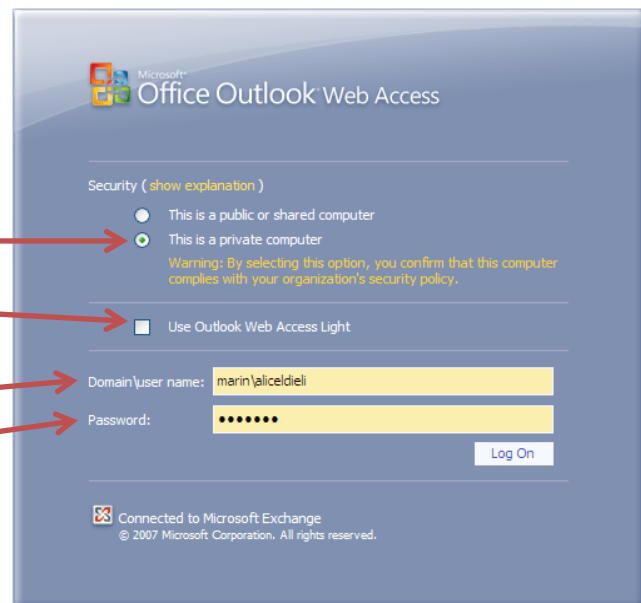
**Use Outlook Web Access Light**

c. Log in with

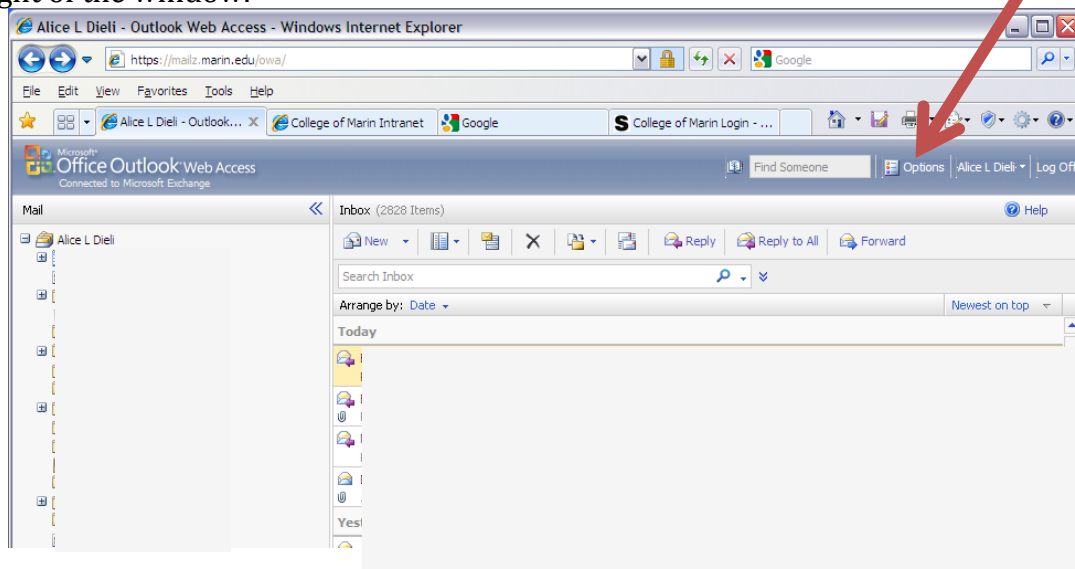
**marin\firstnamelastname**

and your **password**

(the same login and password you use for faculty email)

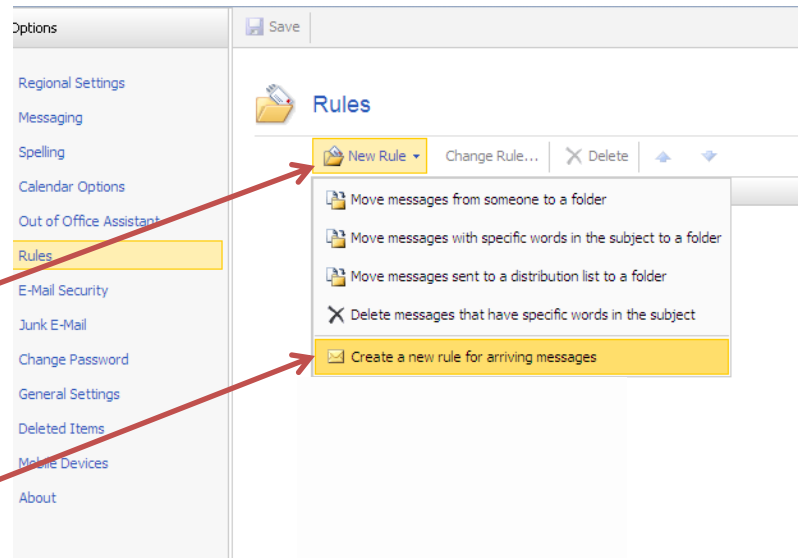


3. After you login, the default view is your Outlook Exchange inbox. Choose **Options** on the top right of the window.



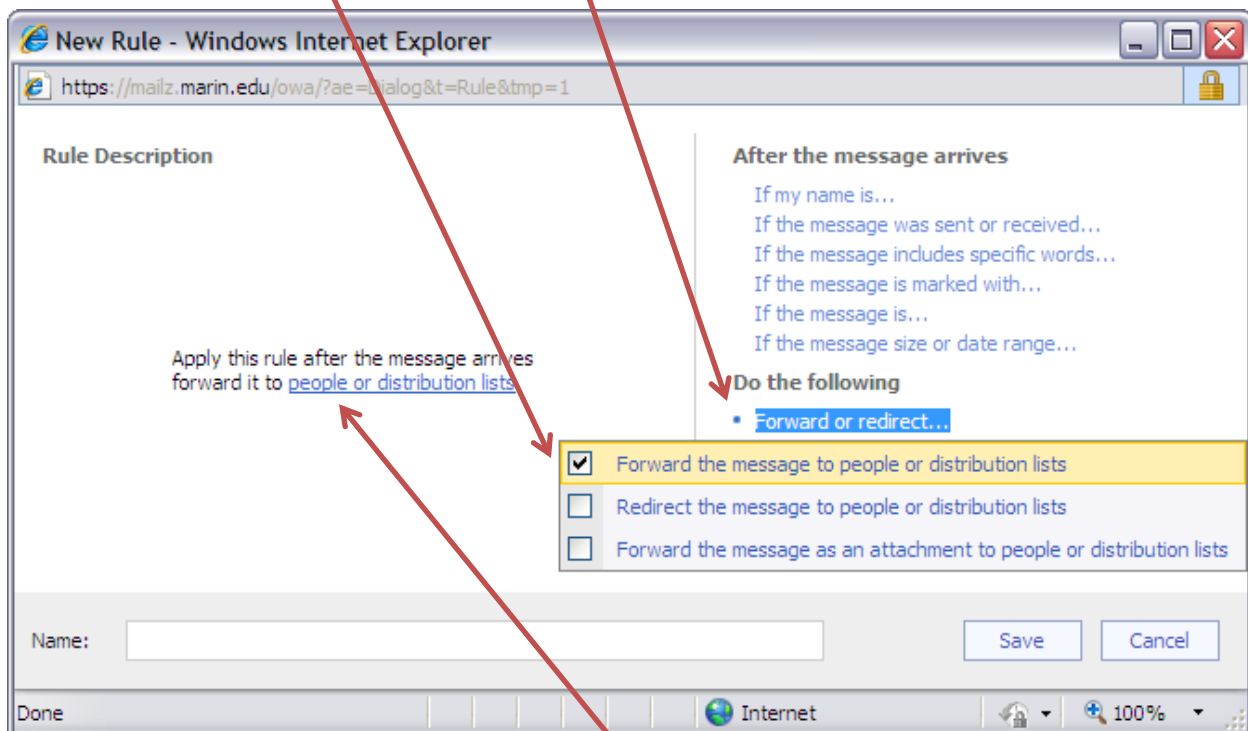
4. On the left of the **Options** window:

- a. Select **Rules**
- b. Choose **New Rule** from the top of the page
- c. Select **Create a new rule for arriving messages**



5. In the New Rule window:

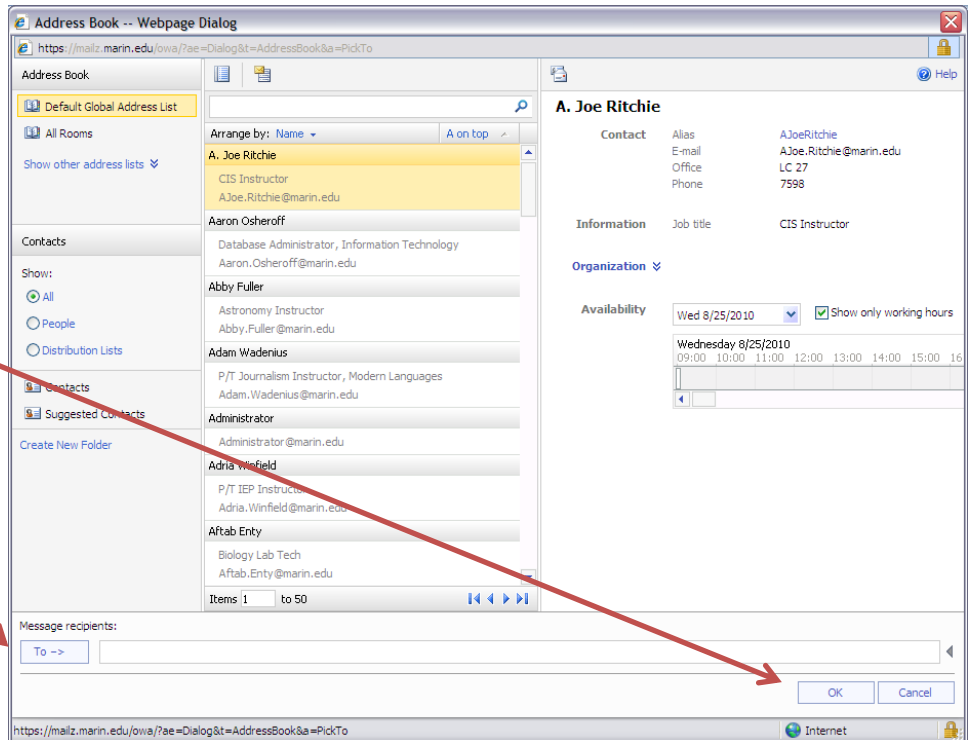
- a. Select **Forward or redirect...**
- b. In the pop-up box, choose **Forward the message to people or distribution lists**



- c. Click on the underlined link, **people or distribution lists**; the Address Book – Webpage Dialog window will open.

6. In the Webpage Dialog window, look for the **To->** text box at the bottom of the page.

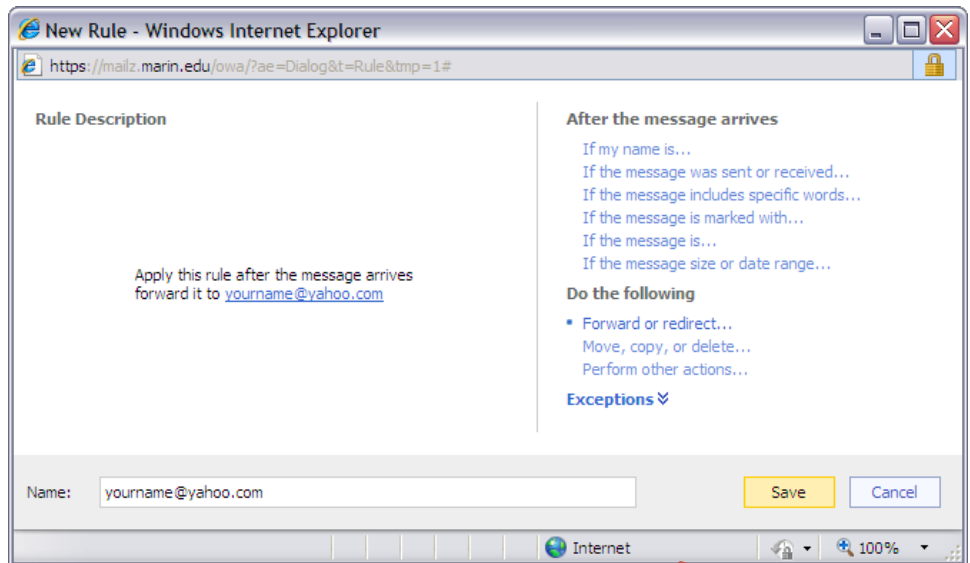
Type the email address, to which you want to forward your **marin.edu** email, into the **To->** box, and click **OK**.



7. After you click **OK**, a new pop-up window will display a text box to name your rule.

You can name it anything that will make sense to you.

This rule is named *yourname@yahoo.com*.

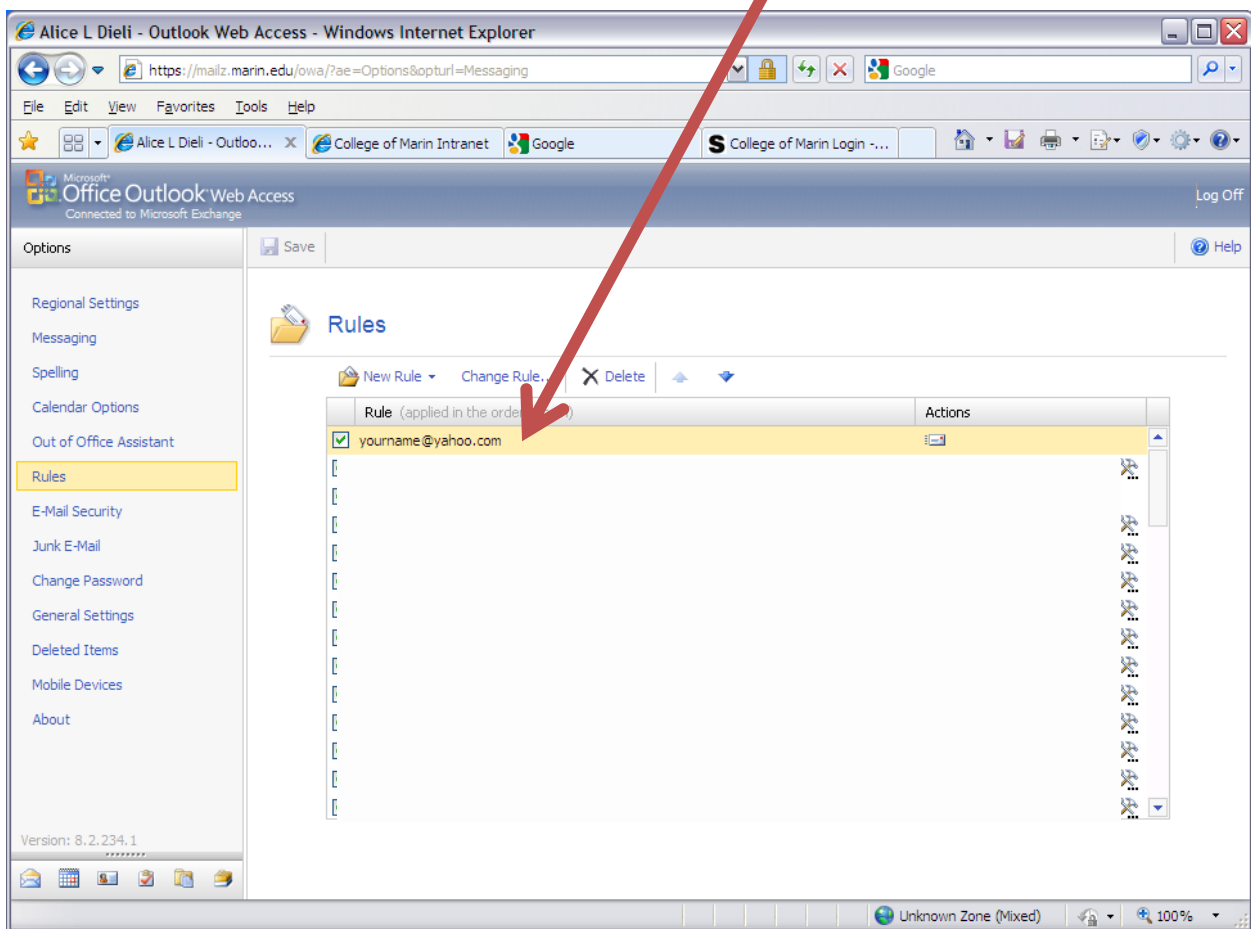


8. Finally, select **Save**.

9. You will see a warning message alerting you to the fact that ALL of your mail will be forwarded. That is exactly what you want, so click OK.



10. You will see your new forwarding rule listed on your **Rules** page.



11. You can test the rule by sending an email to your **marin.edu** address. When it shows up at your other email inbox, you will know you have been successful!

NOTE: If you would like more information or have any difficulties accessing either email account, feel free to give me a call at extension 7540, or email me at [alice.dieli@marin.edu](mailto:alice.dieli@marin.edu).