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**College of Marin**  
**Forwarding MyCOM E-mail**


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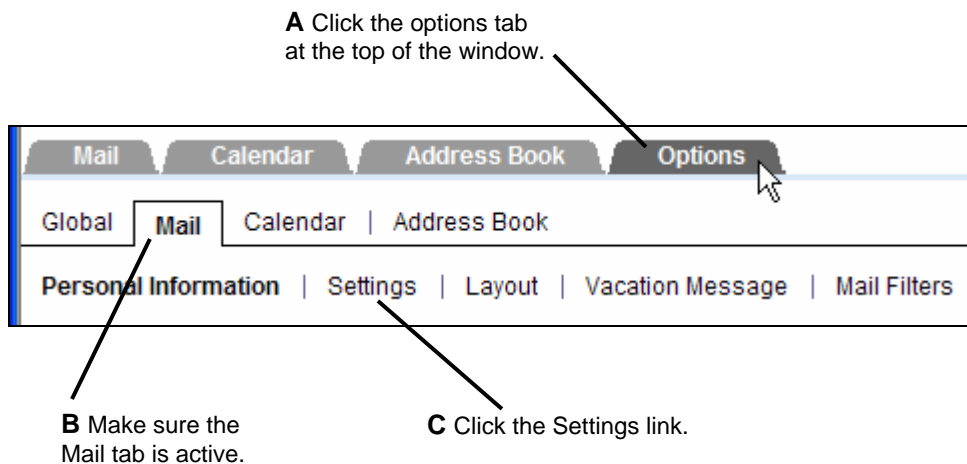
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## Forward MyCOM E-mail to Another E-mail Address

MyCOM e-mail provides a convenient way for instructors to communicate with students in a specific class. Some instructors may prefer to use MyCOM email since it organizes communications with their students all in one place. On the other hand, some instructors already have to check multiple inboxes, and may prefer to forward their MyCOM e-mail to an e-mail address that they are already checking regularly. This tutorial provides the steps to do that.

If you choose to forward the e-mail in your MyCOM inbox to a different address, it does not prevent you from sending mail *out* from MyCOM. Thus you still have the advantage of being able to send an e-mail to all students in a particular class.

1. Login to MyCOM.
2. Click the E-mail  icon in the upper-right corner of the window.
3. Follow these steps to access the mail settings:



4. Scroll down to the bottom of the Settings page.

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5. Follow these steps to enter the forwarding information:

**A** Check the Enable Forwarding checkbox.

**B** If you are forwarding your email to your College of Marin email account (firstname.lastname@marin.edu), check this checkbox so the email is not stored on two email servers. If you are forwarding it to your personal email account, you may wish to keep a copy on the MyCOM server.

The screenshot shows a form for configuring email forwarding. At the top, there are two checkboxes: "Enable forwarding" (checked) and "Do not leave copy on server" (unchecked). Below these is a text input field labeled "Email Address:" containing "johndoe@marin.edu" and an "Add" button. A note below the input field says "Separate multiple email addresses with a comma." Below that is a "Mail Forwarding list:" section with an empty text area and a "Remove" button. Four callout lines point from the text blocks to the "Enable forwarding" checkbox, the "Do not leave copy on server" checkbox, the "Email Address:" input field, and the "Add" button.

**C** Enter the email address you want your mail forwarded to—preferably your College of Marin email address.

**D** Click the Add button.

6. Click the Save button in the bottom-right corner of the Settings page.

*Your MyCOM email will now be forwarded to the email address you specified.*

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