

Instructions for forwarding MyCOM mail to marin.edu mail



1. Set up a folder on your marin.edu mail account for catching all of your MyCOM mail:

- a. Open the browser. In the address bar, type: <https://mailz.marin.edu/owa/>, and press the Enter key.
- b. At the logon screen for Office Outlook Web Access:
 - i. If you are working on your own personal computer, click the radio button: This is a private computer. Otherwise, click on the button: This is a public or shared computer.
 - ii. Do not check: Use Outlook Web Access Light.
 - iii. In the Domain\user name box type: marin\your Outlook name, and in the password box, type your outlook password (case sensitive). Press Log On.
- c. The default open screen is your Outlook mail inbox.

Create a folder for your forwarded mail:

- i. Right-click on your name at top.
- ii. Select create new folder.
- iii. In the text box next to the new folder, type: Mail from MyCOM and press the Enter key.

2. Set up a rule to place all mail forwarded from MyCOM into that new folder:

- a. In the bar at the top of the Outlook Web Access Screen, choose Options.
- b. From the list in the left pane of your screen, select Rules.
- c. At the top of the page, choose New Rule, and choose Move messages from someone to a folder.
- d. In a pop-up window, see this rule description in left pane

Apply this rule after the message arrives

- e. In the right pane of the pop-up window choose:

If the message was sent or received...

And click on the choice: To people or distribution lists
- f. Back to the left pane of the pop-up, click on link people or distribution lists, and in the To box at the bottom, type in your MyCOM address, and click OK.
- g. In the right pane of the pop-up window choose:

Move, copy, or delete...

And click on the choice: Move the message to the specified folder
- h. Click on link specified folder, and in the selection list, navigate to the new folder you created. Click on the folder to select it, and click OK.
- i. In the Name box at the bottom of the pop-up window, type a name for your rule such as *all MyCOM mail*.
- j. Click Save to close the New Rule window.
- k. Log Off the Web Access page, and close the browser window

3. Enable forwarding at MyCOM:

- a. Login to your MyCOM page
- b. Click on the email icon (envelope) on the top right
- c. Click on the Options tab in the top middle of the page
- d. Click on the Mail Tab
- e. Choose Settings
- f. Scroll down to the second section and click in the check box for Enable Forwarding (Don't check the next box unless you are sure you want the message to disappear after it is forwarded.)
- g. Now type in your marin.edu email address, e.g. yourlogon@marin.edu
- h. **IMPORTANT** Click on Add to see the email address in the box below the box in which it was entered. (You can forward to more than one address.)
- i. **IMPORTANT** Scroll down and to the right and click on Save. If you do not do that, your options will not be saved.