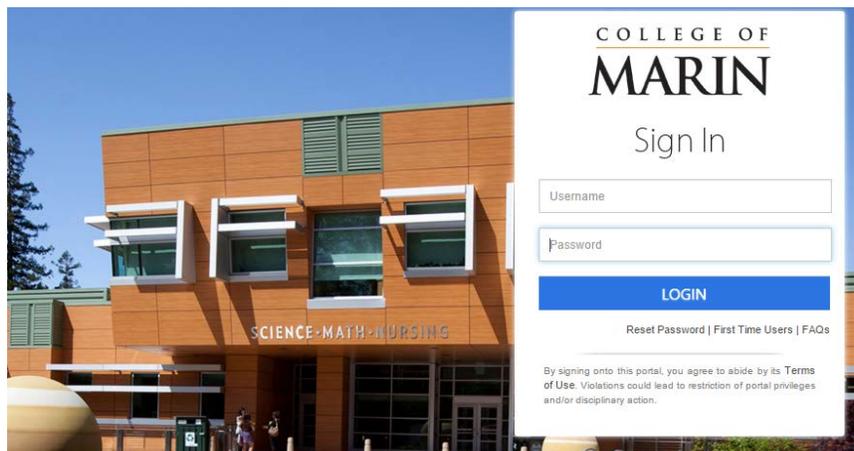


# Accessing MyCOM Email and Outlook

As a student, employee, or faculty member at College of Marin, your email is now accessed through Microsoft Outlook webmail. College of Marin users also have access to a full suite of [Microsoft Office 365](#) applications including Word, PowerPoint, and Excel.

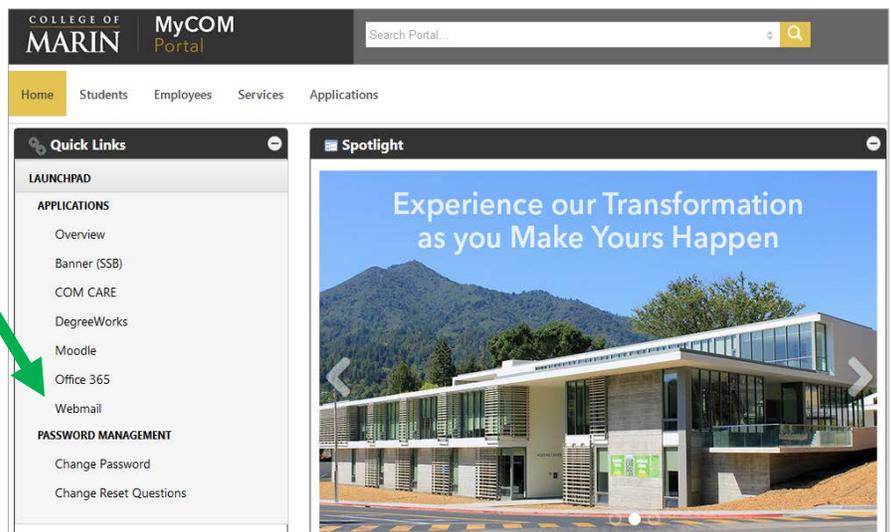
## Logging into MyCOM Email

To access your MyCOM email, begin by logging into the [MyCOM portal](#). If you have not previously accessed the portal, follow the instructions in the [First Time User Guide](#).



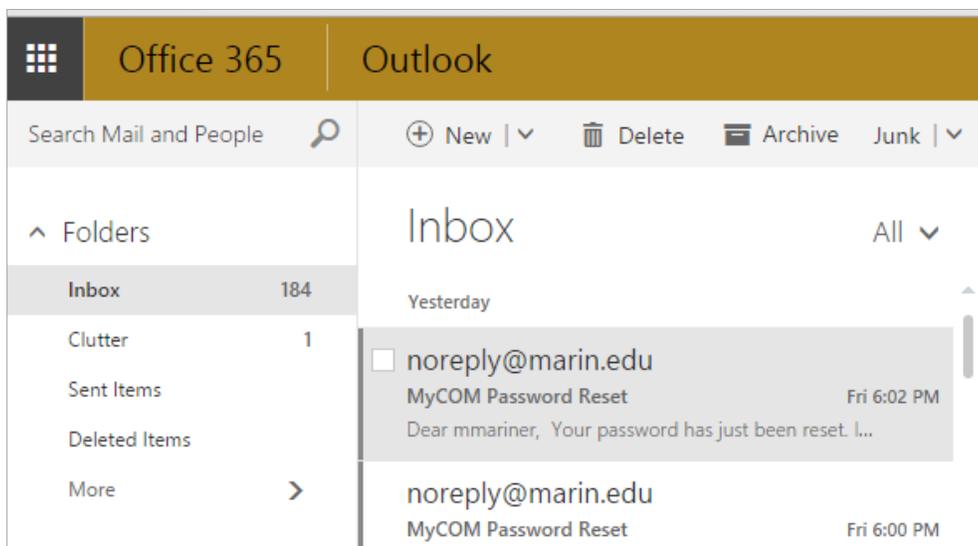
Once you have logged into the MyCOM Portal, use the **Quick Links** located on the left navigation menu to access Office 365 and Webmail.

Alternatively, you may also login into your Webmail and Office 365 account using your school email address and password at the following link:  
<http://outlook.office365.com/>.



Users also have option to access email from a mobile device. For detailed instructions on mobile device access, view Microsoft's guides [Office 365 mobile setup - Help](#).

The MyCOM portal Webmail link will take you directly to your Outlook account where you will access your email (shown below). For detailed instructions on how to use Outlook, visit Microsoft's guide: [Getting Started in Outlook on the Web](#).

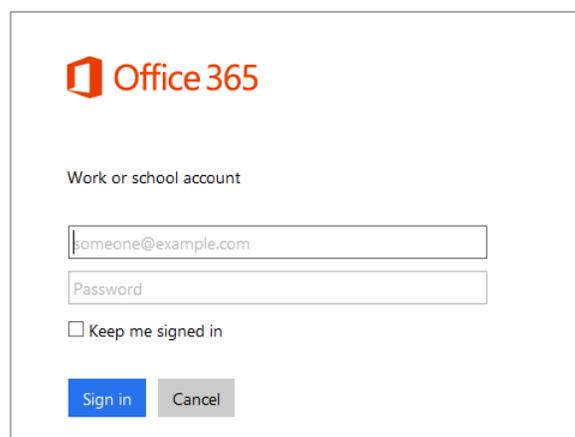


## Forwarding MyCOM Email

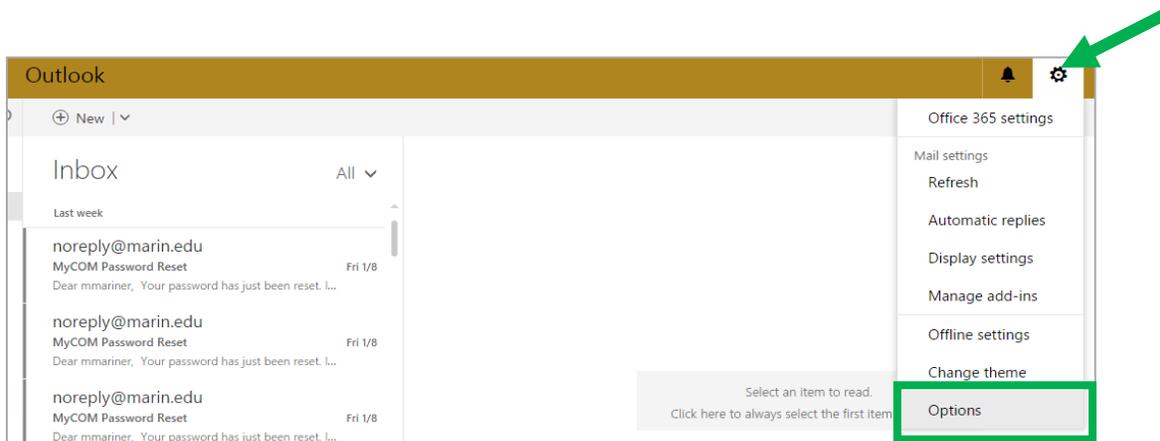
Previously, College of Marin users were able to forward their MyCOM/Marin.edu email to their personal email address (**Note to Faculty and Staff:** It is no longer possible nor necessary to forward email from @MyCOM.marin.edu to your @marin.edu email address as these accounts are now combined). You may still continue forward your single school email.

However, before you opt to forward your email, note that your new Office 365 account allows you to download a full version of Outlook to your personal computer. Once you have downloaded the application you can combine all of your email accounts into one central location and have access to the many convenient features Outlook!

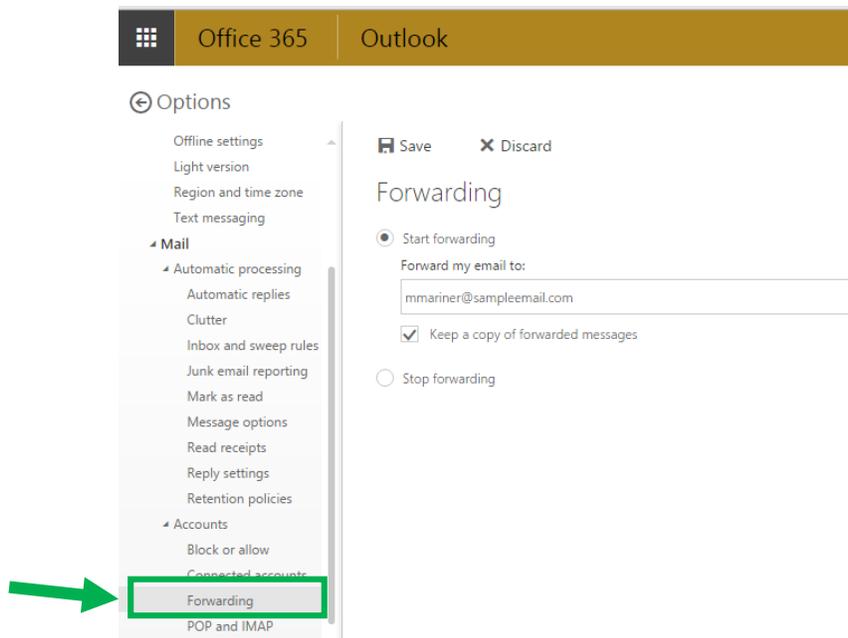
To learn more about installing Outlook and other Office 365 applications on your personal devices log into: <http://outlook.office365.com/>. Enter your school email address and MyCOM password to access your account.



To forward your MyCOM/Marin.edu email to a personal email address or adjust your mail settings, click the settings wheel on the right side of the screen and then select **Options**.



From the Options menu, scroll to **Accounts** and click **Forwarding**. Mark the **Start Forwarding** radio button and enter your personal email address.



If you need additional assistance accessing your email, please contact the Help Desk at [helpdesk@marin.edu](mailto:helpdesk@marin.edu).