# How to forward your College of the Desert mycod.us email to another email account

1. Log into your MyCOD.us email account from the MyCOD Student Portal



1. Once you login, “Quick Launch” will show on the right side. Select the “mycod.us Email” button and login with your mycod email address



1. Click on the Settings icon in upper right (shaped like a gear)



1. Click on “View all Outlook settings”



1. Select “Forwarding” from the Settings



1. Check the box next to “Enable Forwarding” and enter the email address you want to forward to



1. Very Important – Make sure to check the box next to “Keep a copy of forwarded messages” to ensure you will always have a copy of emails from COD



1. Click “Save” in the upper right to save your changes and to activate the email forward



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