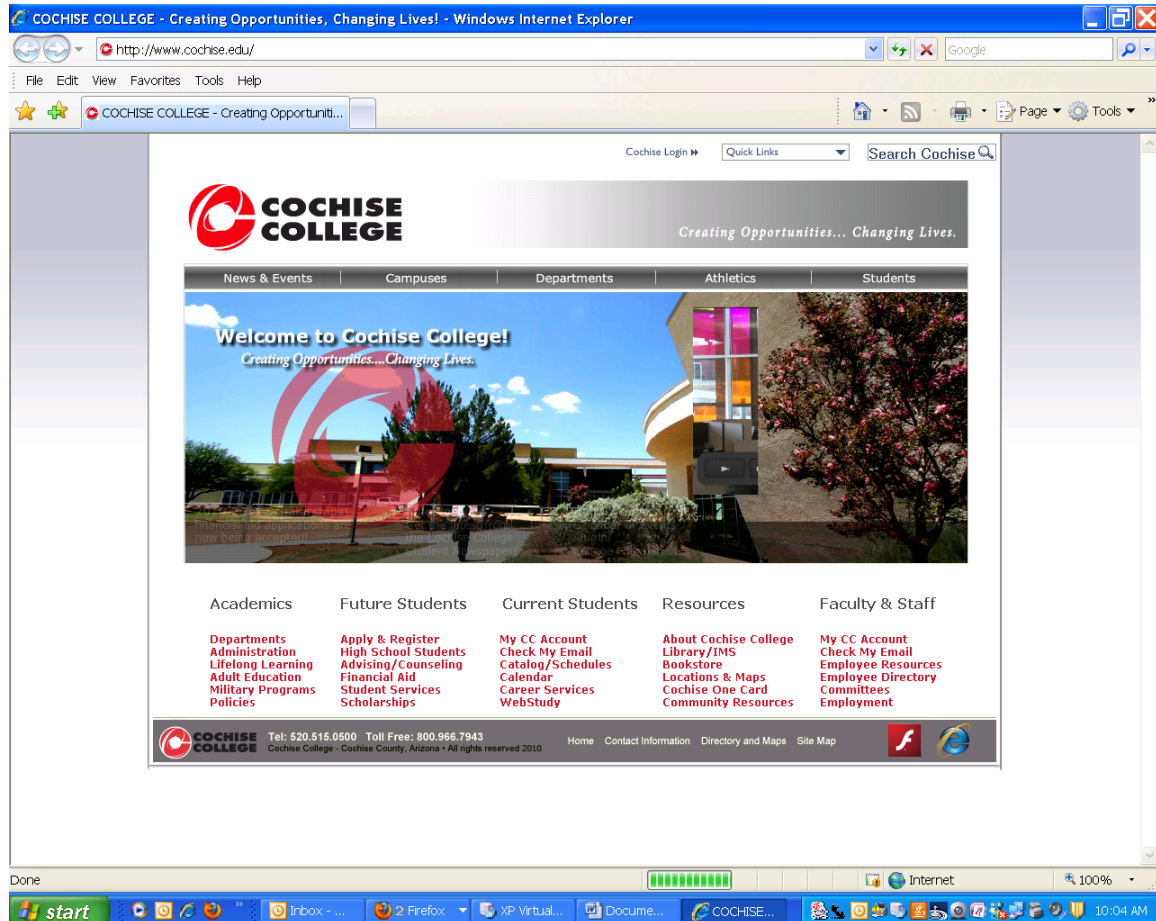
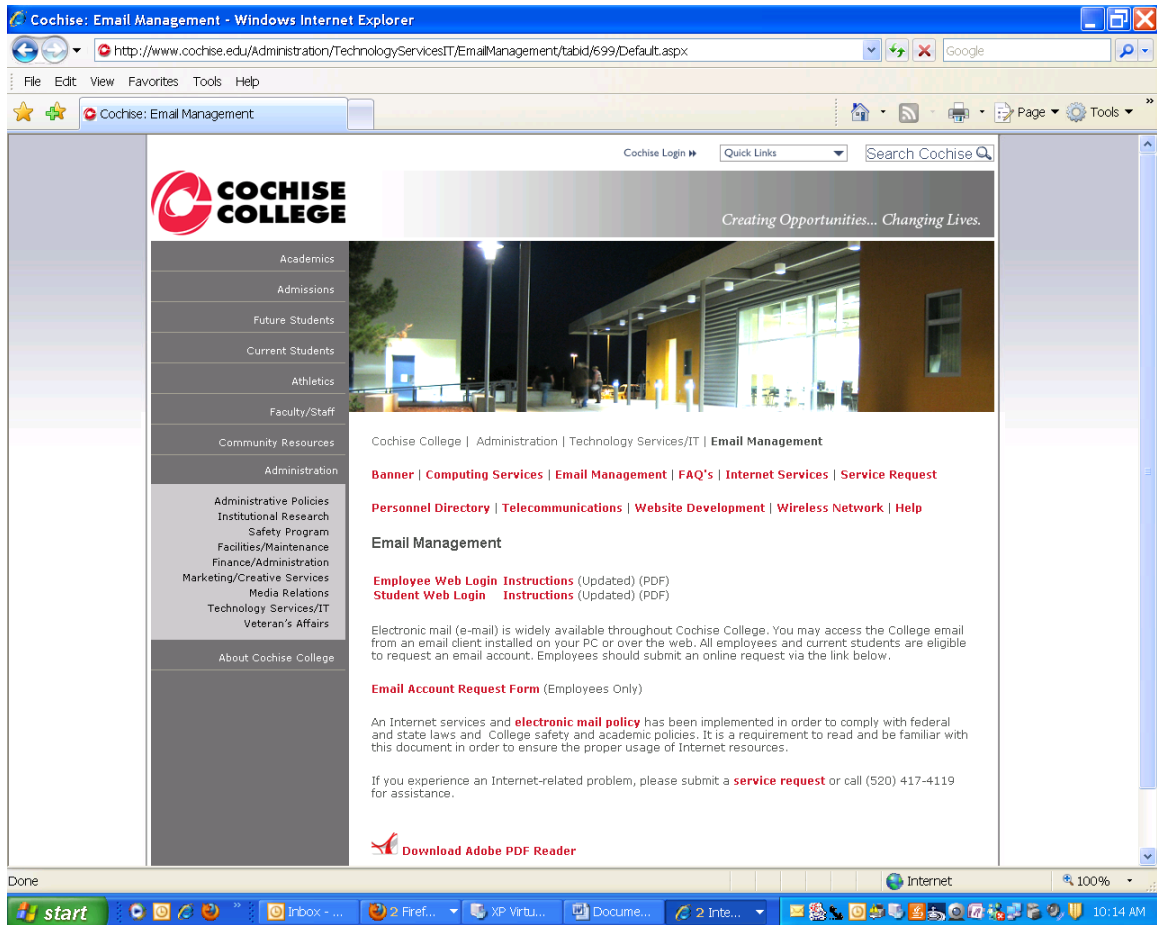


# Outlook Web Access (OWA) Student Login Instructions

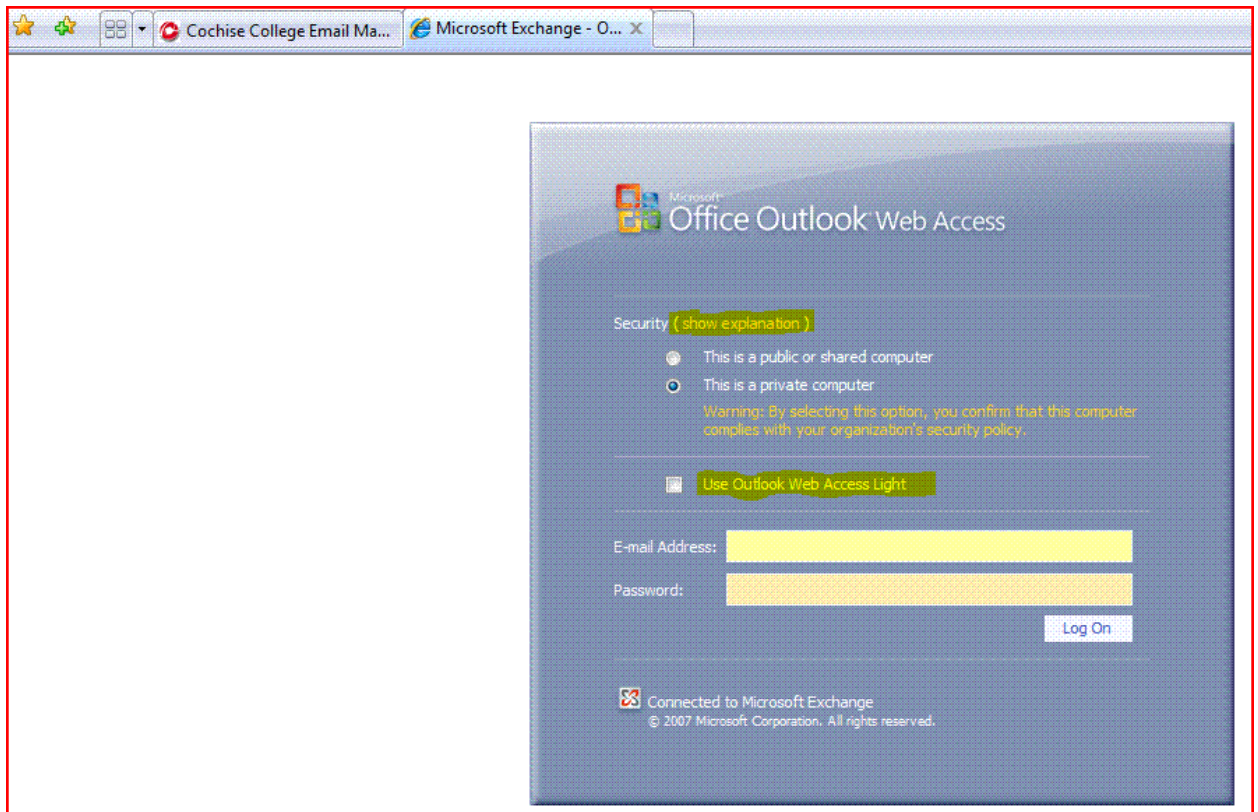
1. From the college home page <http://www.cochise.edu> click "Check my Email".



2. On the Cochise College Email Management website, click on “Student Web Login”.



3. A new tab or browser session will open with the Microsoft Office Outlook Web Access Interface. If you would like to bookmark the site, the web address is <https://mail2.cochise.edu/owa>.
4. Please select your security option based on your preferences. You can read about the difference between the public/shared or private options by clicking on “(show explanation)”. You can also explore on whether or not to use less features by clicking on the checkbox to the left of the “Use Outlook Web Access Light” option.



5. In order to logon to your account, please enter your college email address in the email address textbox and your password in the password textbox. Then, please click on “Log On”.

Microsoft Office Outlook Web Access

Security ( [hide explanation](#) )

This is a public or shared computer  
Select this option if you use Outlook Web Access on a public computer. Be sure to log off when you have finished using Outlook Web Access and close all windows to end your session.

This is a private computer  
Select this option if you are the only person who uses this computer. Your server will allow a longer period of inactivity before logging you off.  
**Warning:** By selecting this option, you confirm that this computer complies with your organization's security policy.

Use Outlook Web Access Light  
The Light client provides fewer features and is sometimes faster. Use the Light client if you are on a slow connection or using a computer with unusually strict browser security settings. If you are using a browser other than Internet Explorer 6 or later, you can only use the Light client.

E-mail Address:

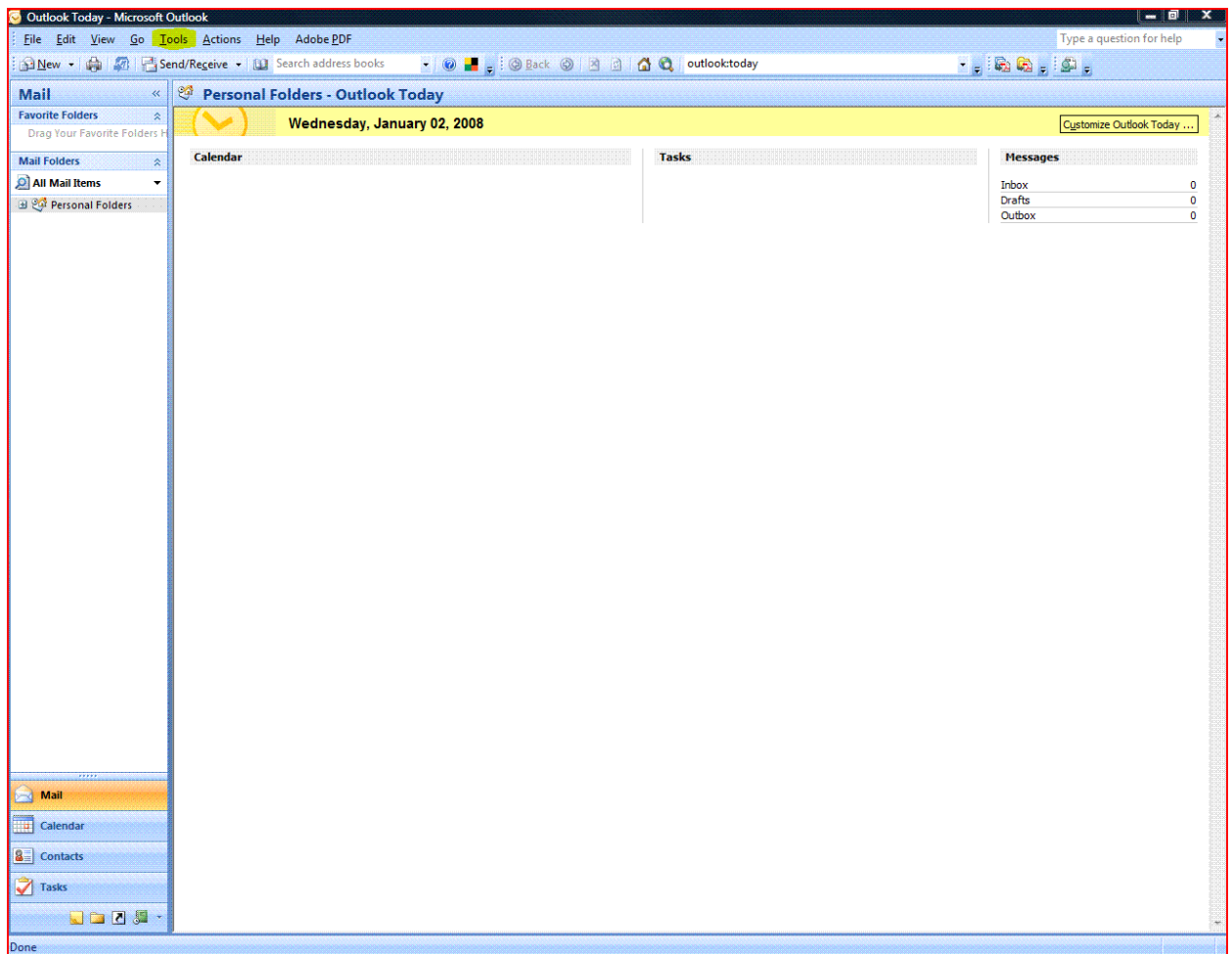
Password:

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

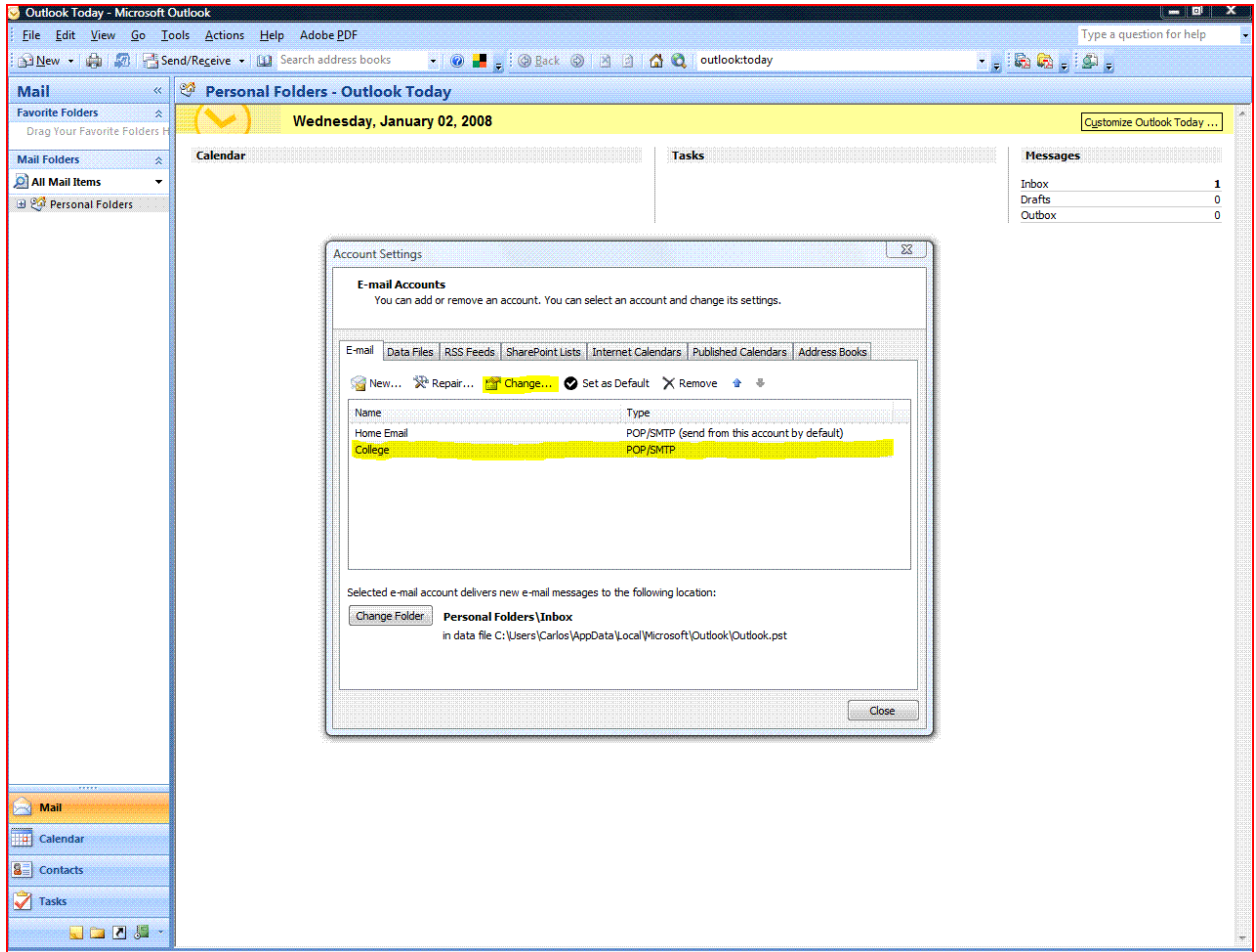
## Student Access Instructions (POP3 Email)

**Note: The instructions that follow assume that you are using Microsoft Outlook as your email client at home with your college email as one of the accounts being managed. If you are using any other email client, the suggested settings outlined below are still applicable but, you will need to find the option on where to edit the settings.**

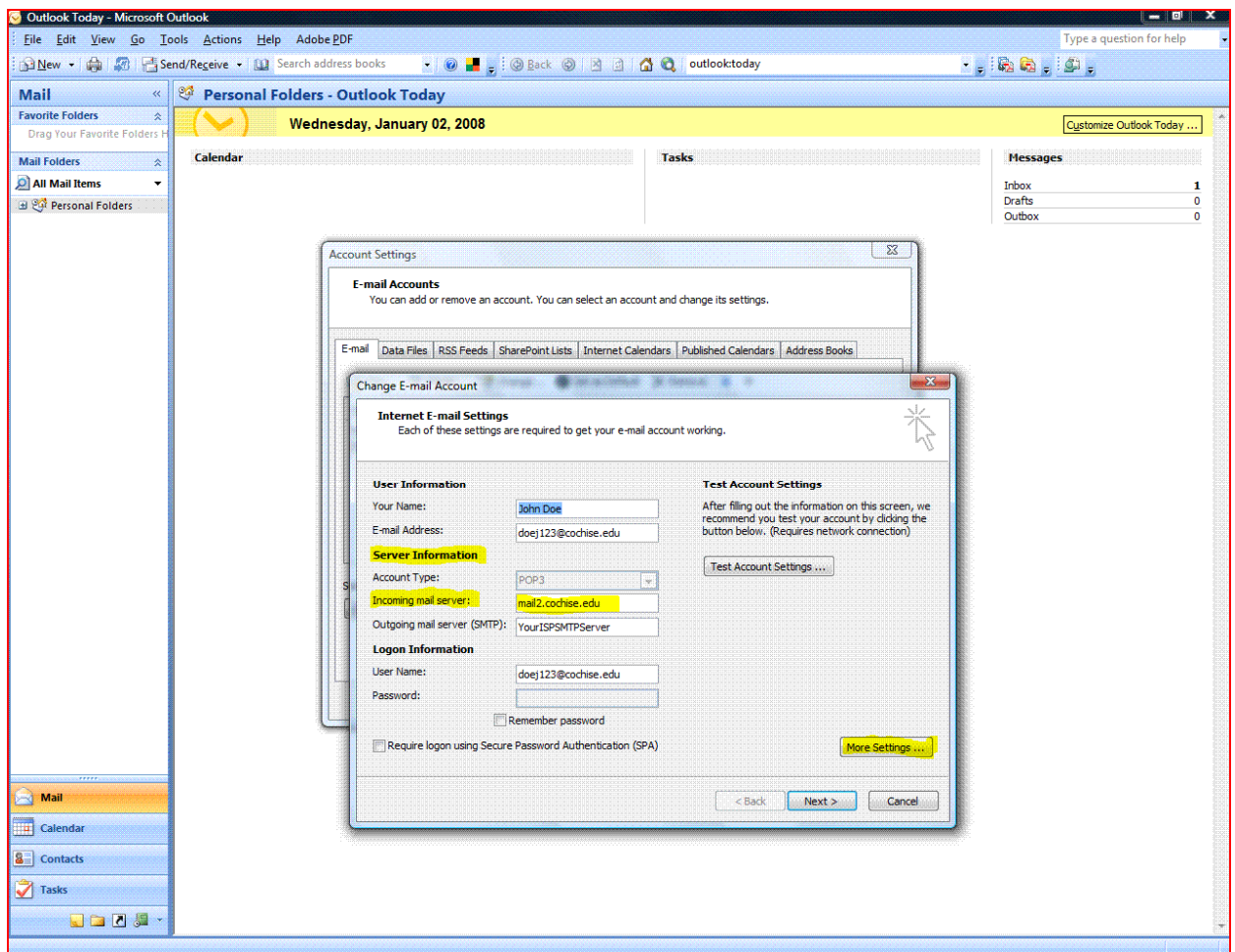
1. Please open a session in your Outlook Client and click on the “Tools” menu.



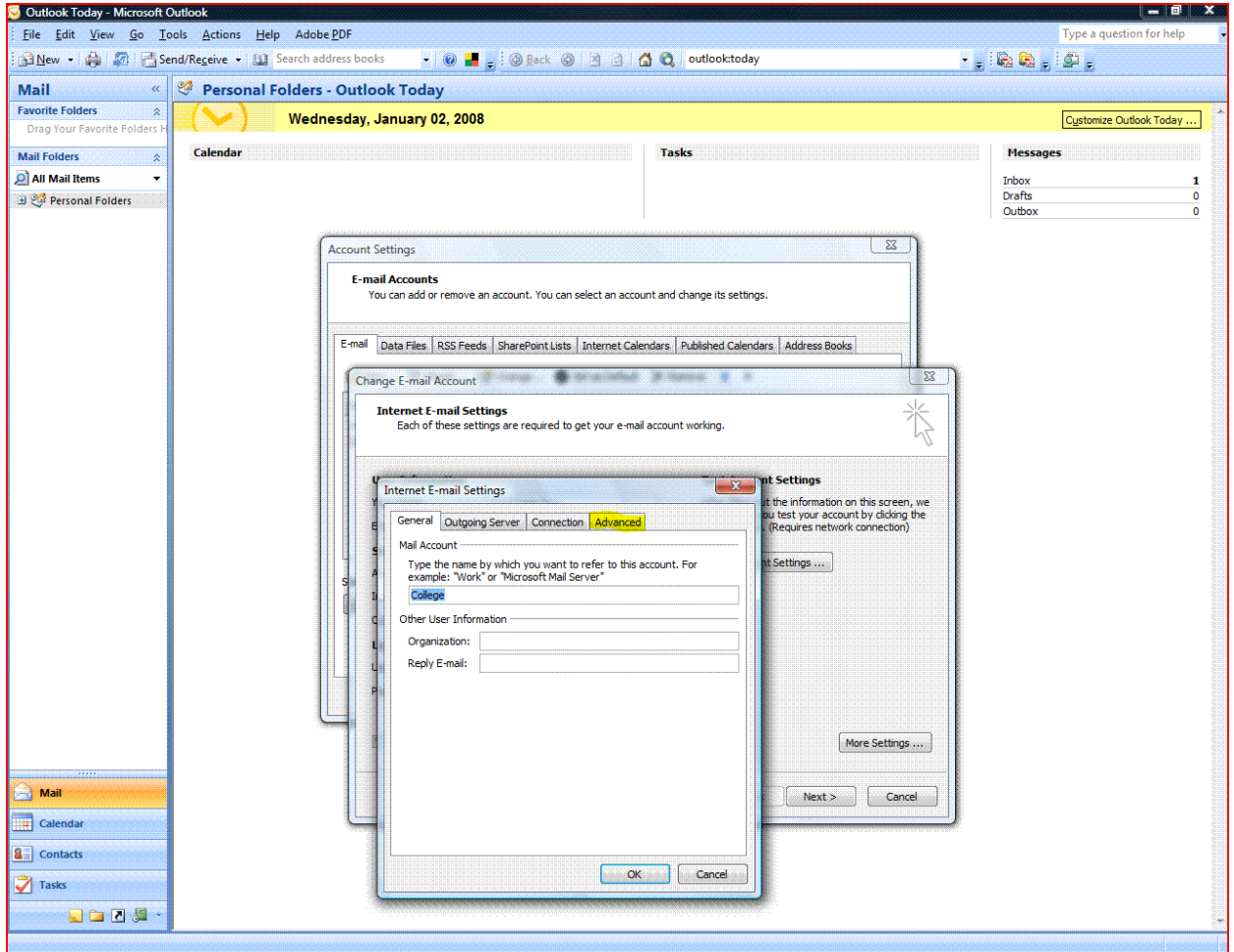
2. On the “Tools” menu listing, select “Account Settings”. Please ensure that your college account is selected. Then, click on the “Change” option as outlined below.



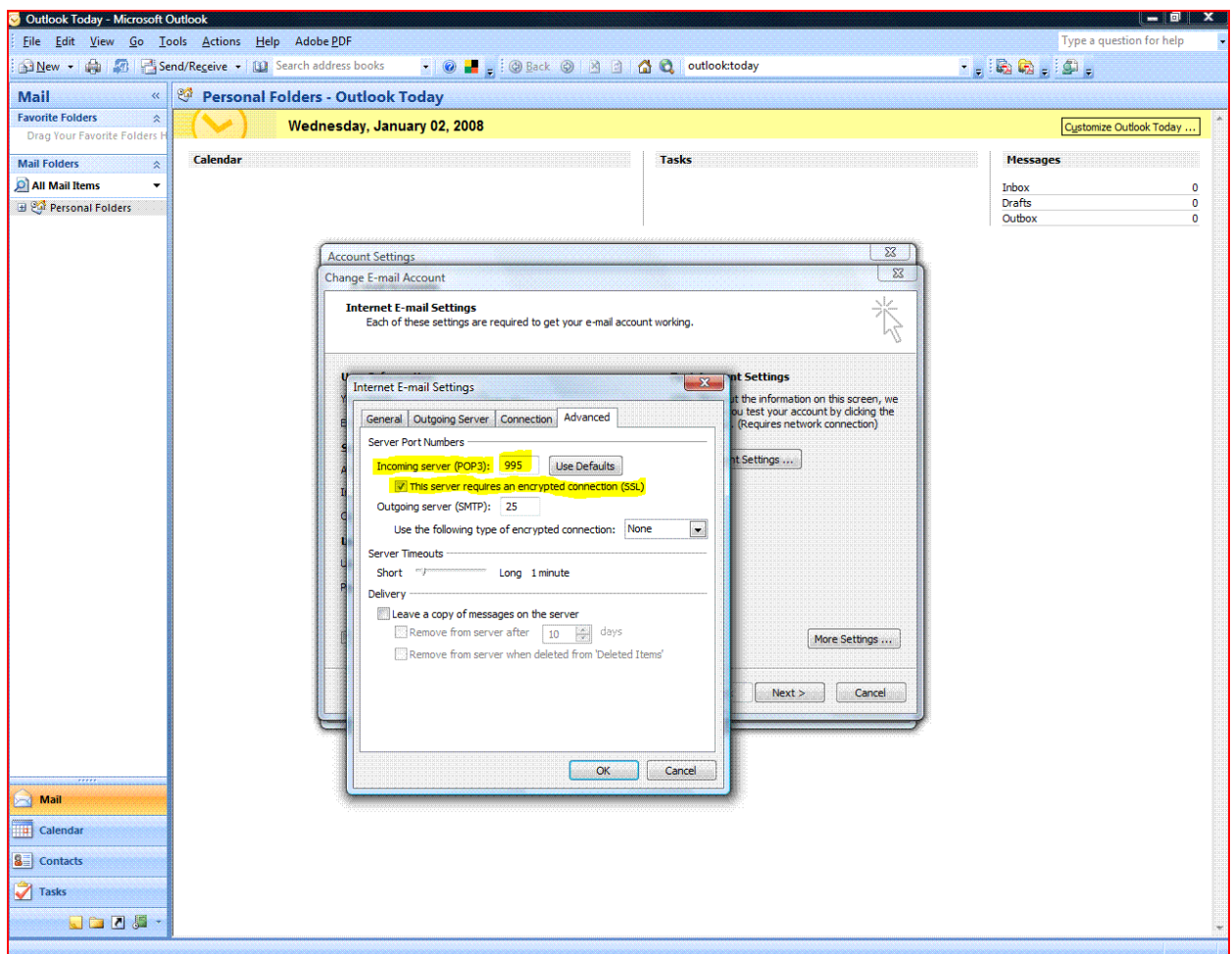
3. Under the “Change E-mail Account” wizard window, please look for the “Server Information” section. Please change the “Incoming mail server” option to “mail2.cochise.edu” (do not include quotes). **Please note that “mail2” is the new student email server name as “jedi” is no longer a valid name.** Once the change has been made, click on “More Settings”.



4. In the Internet E-mail Settings window, please click on the “Advanced” tab.



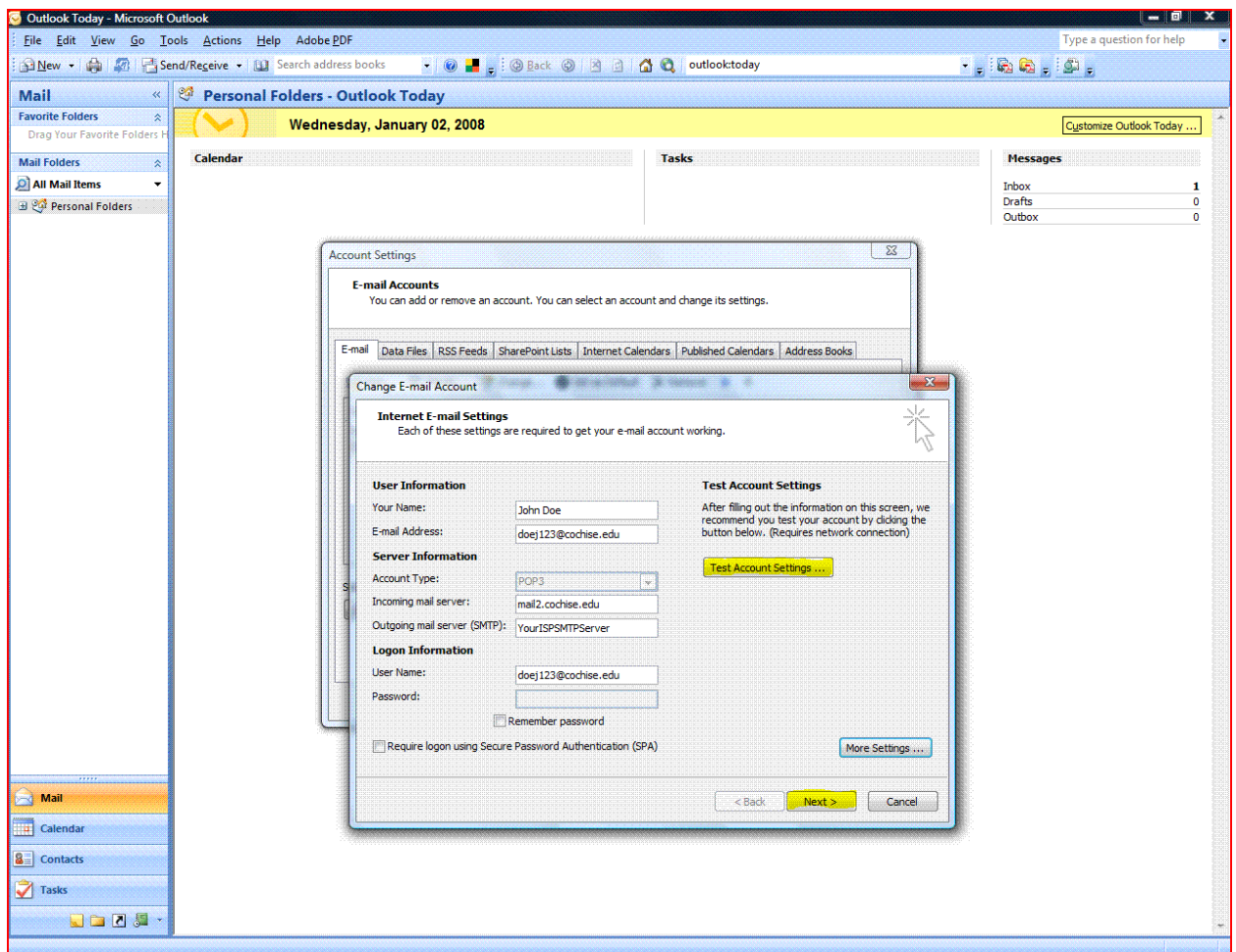
5. With the “Advanced” tab showing, please look for the “Server Port Numbers” section. Under this section, please look for the “Incoming Server (POP3)” subsection. Click on the checkbox to the left of the “This server requires an encrypted connection (SSL)” option. Automatically, your POP3 port will change from its default value of 110 to port number 995 as outlined below.



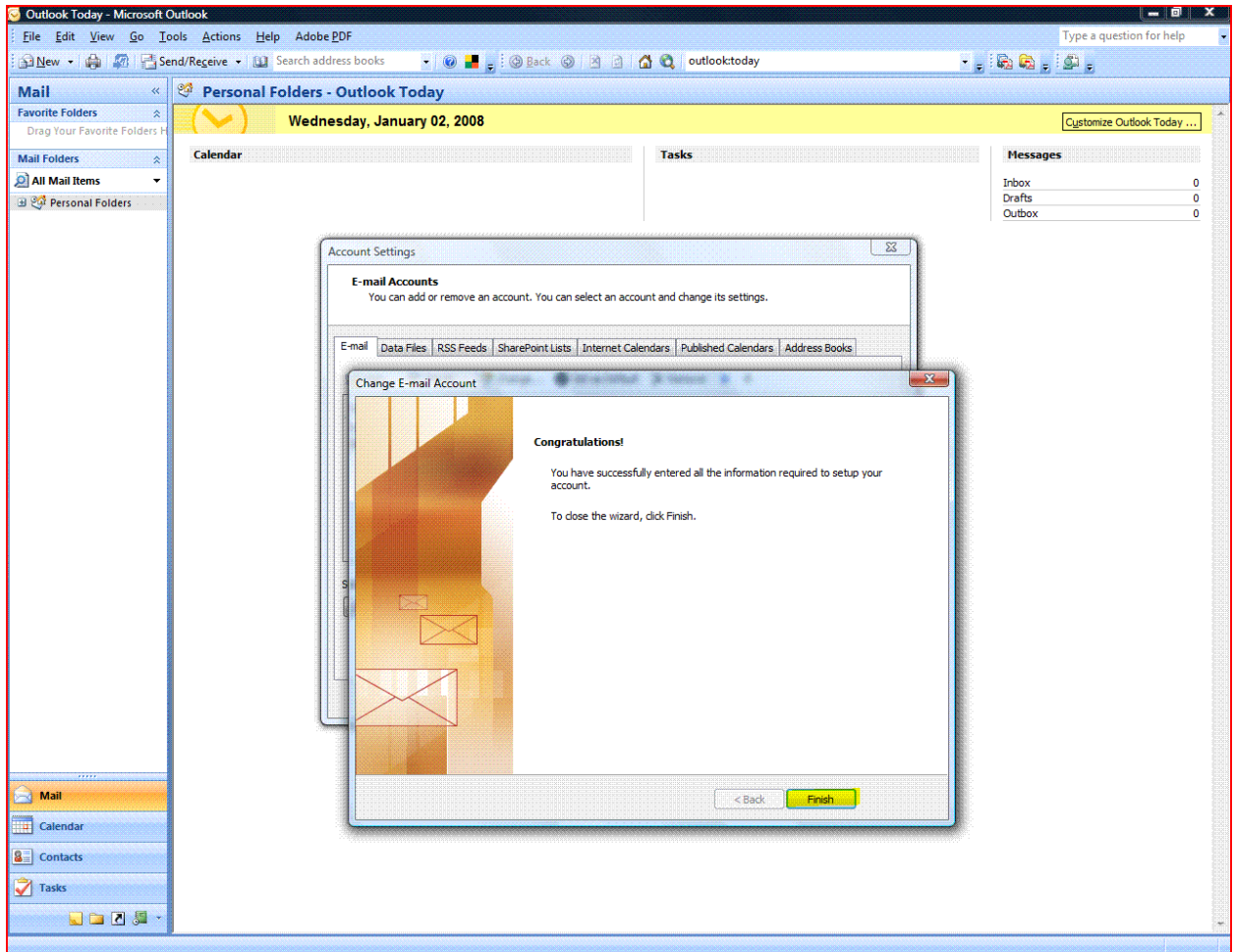
Once the changes are made, click on “OK”.

6. Back in the “Change E-mail Account” wizard window, click on “Next”.

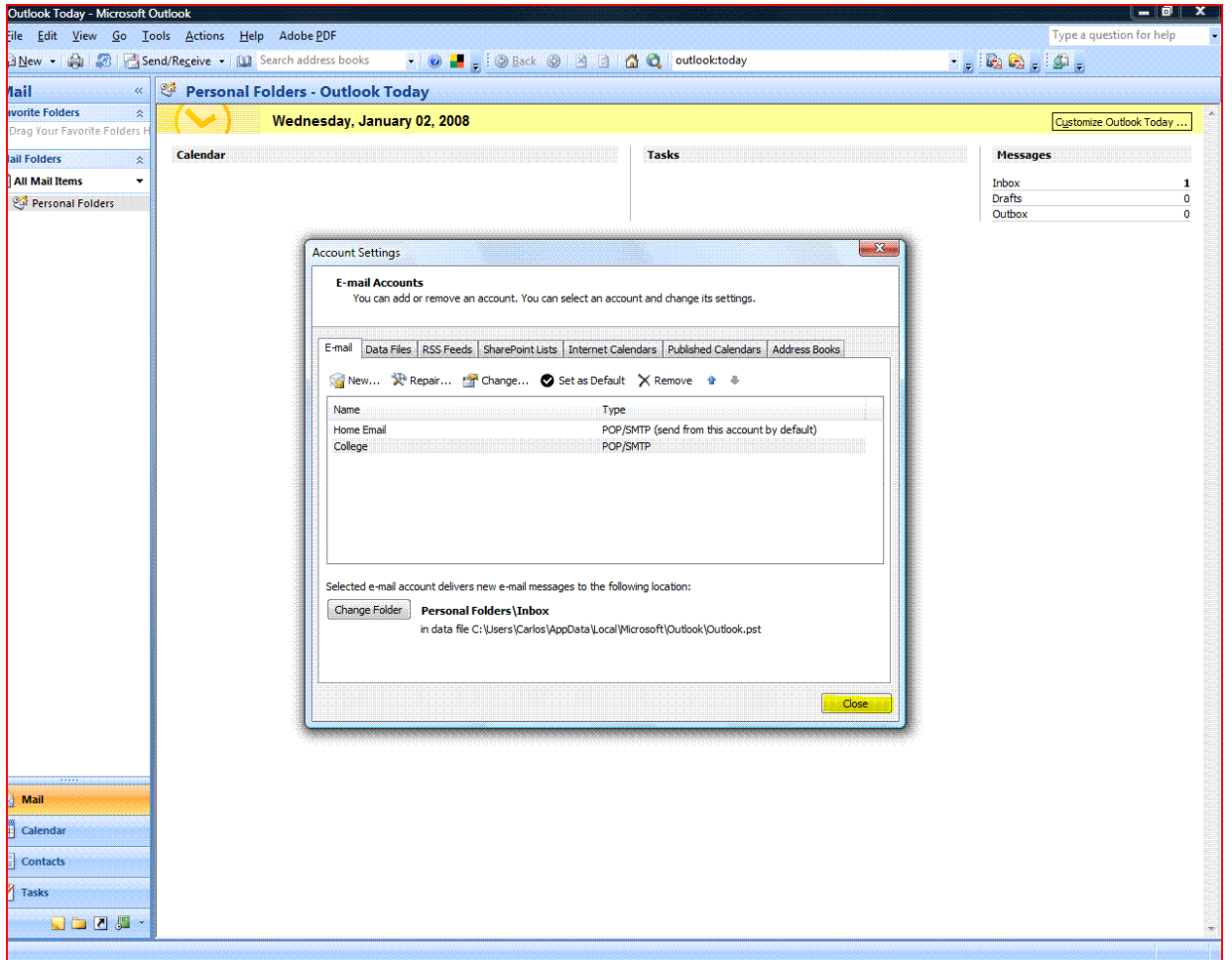
**Note: if you so desire, you may want to click on “Test Account Settings...” to ensure that the connection to your college email account is working good.**



7. Please click on “Finish”. The changes have now been applied and your college email should download to your Outlook client.

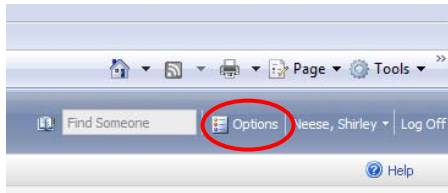


8. Back in the “Account Settings” window, click on “Close”.



# FORWARDING YOUR COCHISE COLLEGE EMAIL MESSAGES TO YOUR PERSONAL EMAIL ACCOUNT

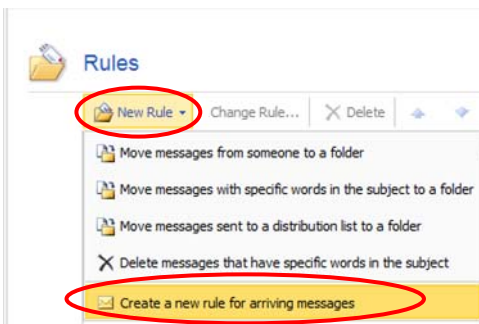
1. Log into your Cochise College email account.
2. Click the Options button at the top of the screen.



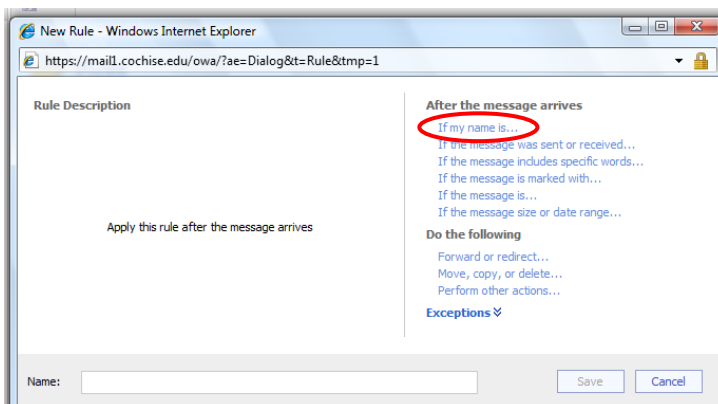
3. On the left-hand Options pane, click on **Rules**.



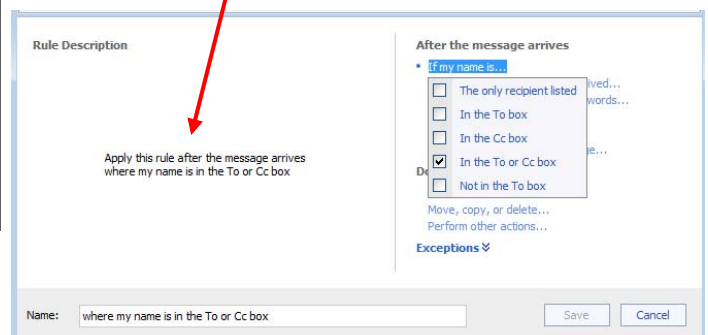
4. This action opens the Rules dialog box. Click on **New Rule** and then **Create a new rule for arriving messages**.



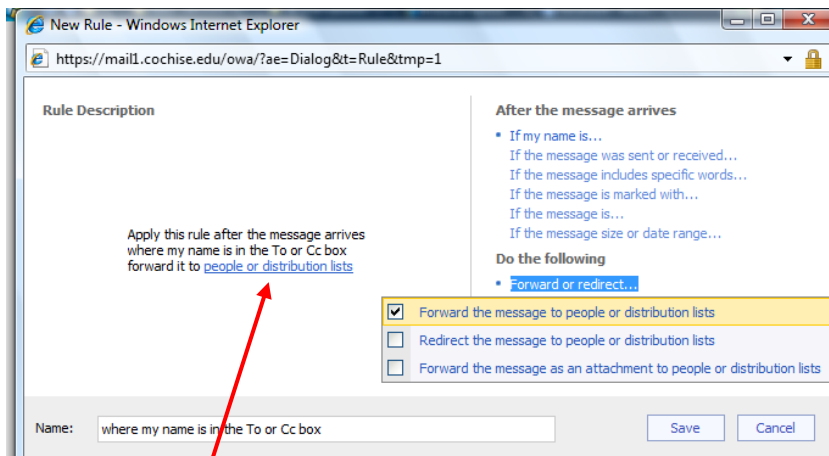
5. Clicking this option opens a new rule window. Select criteria for the new rule by first clicking on the "After the message arrives." Use the new rule window to select "If my name is..." Check the **In the To or Cc box** option. Click away to collapse the pop-up menu.



Note that the rule shows the selections you make.

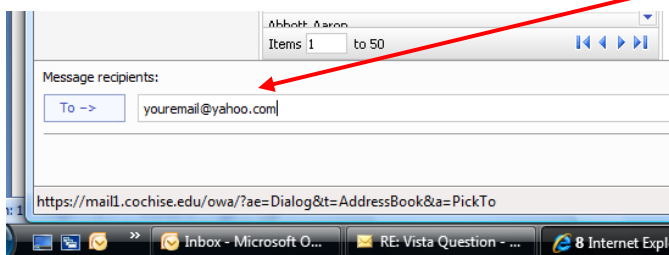


6. Click on **Forward or redirect** and select the **Forward the message to people or distribution lists**.

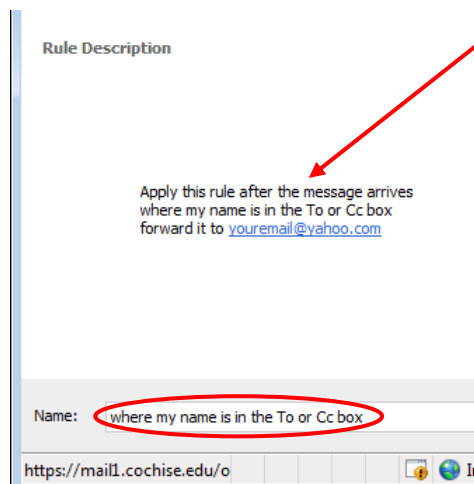


Click on the **people or distribution lists** hyperlink in the rule.

7. The Address Book will open. At the bottom of the screen, key in **your personal email address**. Click on **OK**.



8. You will return to the New Rule screen. Again, note the rule. Enter a name in the **Name** box to name the rule. Click on **Save** to save the rule.



The new rule will appear in the Rules box.



Test out the new rule by sending yourself a message to your college email account. If you have completed the steps successfully, the message should be forwarded to your personal email.

Remember, you will still need to maintain your college email account by visiting it occasionally.