

# Email Forward settings for CUNI.CZ - via M365 cloud

## In general

Charles University automatically creates email accounts for all employees at the “central tenant” of Microsoft 365.

Emails are in format UKCO@o365.cuni.cz (e.g.: 99999999@o365.cuni.cz )

Each user have to set the redirect individually.

It can be done easily by logging into M365 environment and set the redirect in online Outlook

## Instructions

- 1) Go to <https://m365.cloud.microsoft>
- 2) click Sign in at the top right side of the page



- 3) in sign in dialog enter your UKCO followed by @cuni.cz



### Sign in

99999999@cuni.cz

No account? [Create one!](#)

[Can't access your account?](#)

Next

- 4) you will be redirected to CUNI Single Sign-On logon page. Enter your UKCO as Username together with your password (CUNI CAS username and password)

### Enter Username & Password

Username:\*

Username is a required field.

Password:\*

LOGIN

5) You may choose to stay signed in so you do not usually need to re-enter username and password next time

Microsoft

451[REDACTED]@cuni.cz

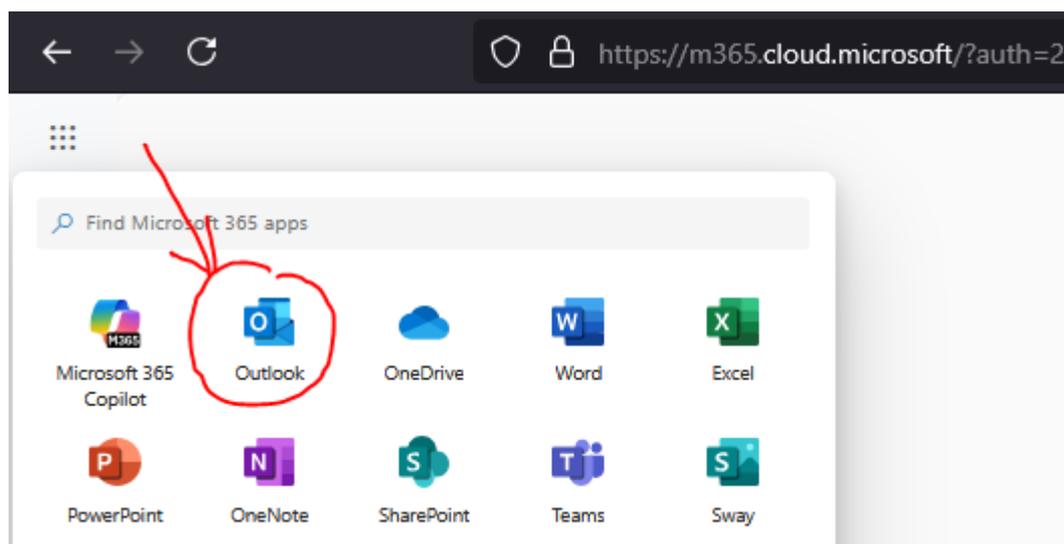
### Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

Open top-left application menu and click Outlook



6) Click Settings at the top-right corner



7) Select Mail ⇒ Forwarding:

a) [x] check **Enable forwarding**

b) enter your CERGE-EI email address to **Forwarding my email to:** editbox

c) [x] check **Keep a copy of forwarded messages** (recommended)

d) hit **Save** button

The screenshot displays the Microsoft 365 Settings interface. On the left, the 'Settings' sidebar is visible with 'Mail' selected and 'Forwarding' highlighted. The main content area shows the 'Forwarding' settings. A red arrow points to the 'Forwarding' option in the sidebar. In the 'Forwarding' section, a red arrow points to the 'Forward my email to:' text label, and another red arrow points to the text input field containing 'john.doe@cerge-ei.cz'. A third red arrow points to the checked checkbox for 'Keep a copy of forwarded messages'. The 'Enable forwarding' toggle is also shown as turned on.

8) Test the forwarding setup - send an email to your CUNI address and check your CERGE-EI inbox

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<https://itinfo.cerge-ei.cz/> - **CERGE-EI Infrastructure Services**

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