

# 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 via M365 cloud environment where you 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

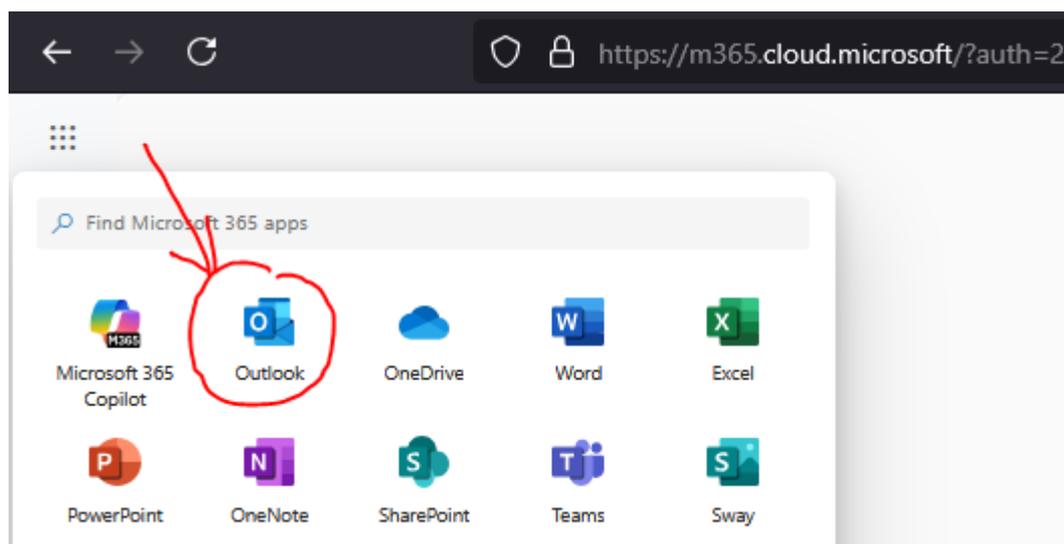
### Stay signed in?

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

**Settings**

Search settings

- Account
- General
- Mail**
- Calendar
- People

Layout

- Compose and reply
- Smart suggestions
- Attachments
- Rules
- Conditional formatting
- Sweep
- Junk email
- Quick steps
- Customize actions
- Sync email
- Message handling
- Forwarding**
- Retention policies

**Forwarding**

You can forward your email to another account.

Enable forwarding

Forward my email to:

john.doe@cerge-ei.cz

Keep a copy of forwarded messages

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

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

Permanent link:  
[https://itinfo.cerge-ei.cz/doku.php?id=public:emai:forward\\_settings\\_o365&rev=1741361981](https://itinfo.cerge-ei.cz/doku.php?id=public:emai:forward_settings_o365&rev=1741361981)

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