

# 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 )

Unfortunately there is no automatic email redirect from this generic mailbox anywhere.

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

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