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 loging 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

Microsoft

Sign in

999999999@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)

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Center Username & Password

Username:*	
Username is a required field.	
Password:*	0
LOGIN	

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



Open top-left application menu and click Outlook

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Microsoft 365 Copilot	OneDrive	Word	Excel	
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PowerPoint OneNote	SharePoint	Teams	Sway	

6) Click Settings at the top-right corner



- 7) Select Mail \Rightarrow Forwarding:
- a) enable forwarding
- b) enter your CERGE-EI email address
- c) check Keep a copy of forwarded messages (recommended)
- d) hit Save button

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