# 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 fromthis 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

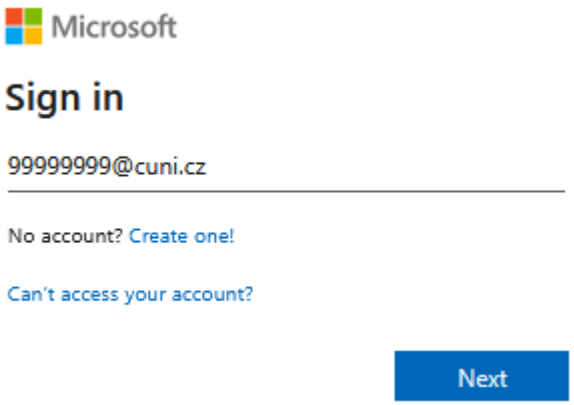
## Instructions

1) Go to https://m365.cloud.microsoft

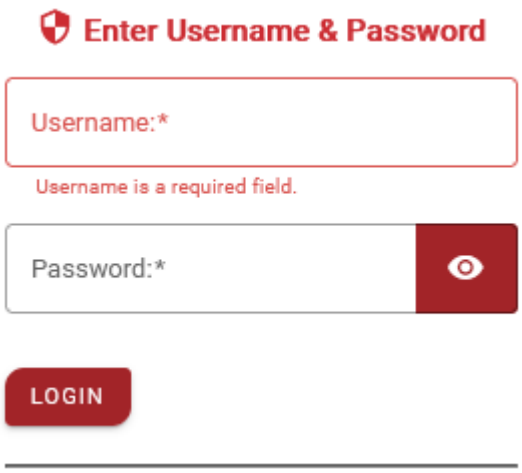
2) click Sign in at the top right side of the page



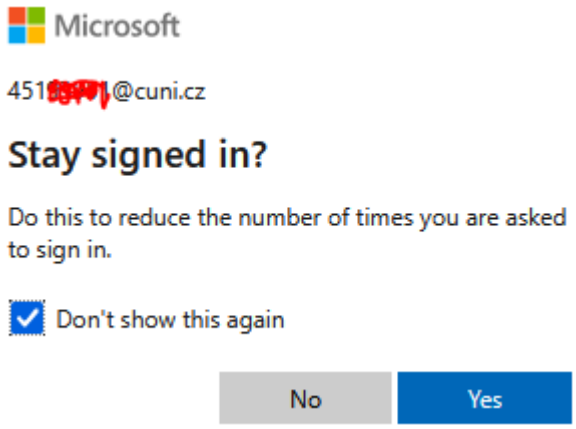

3) in sign in dialog enter your UKCO followed by @cuni.cz



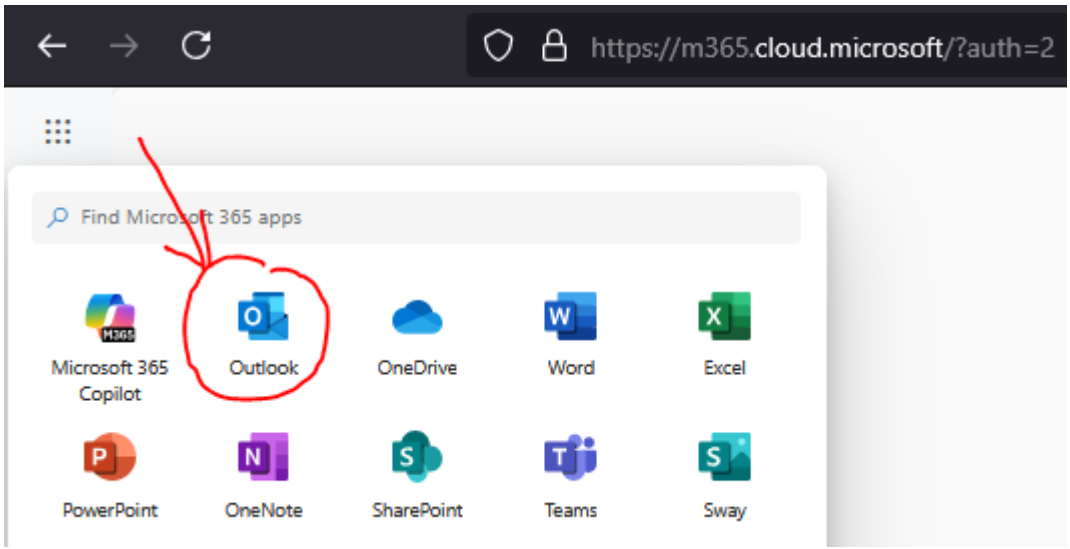

4) you will be redirected to CUNI Single Sign-On logon page. Enter your UKCO as Username together with your password (CUNI CAS username and password)



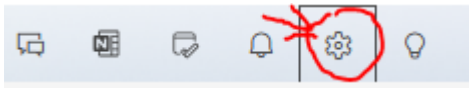

5) You may choose to stay signed in so you do not usualy need to re-enter username and password next time




Open top-left application menu and click Outlook




6) Click Settings at the top-right corner



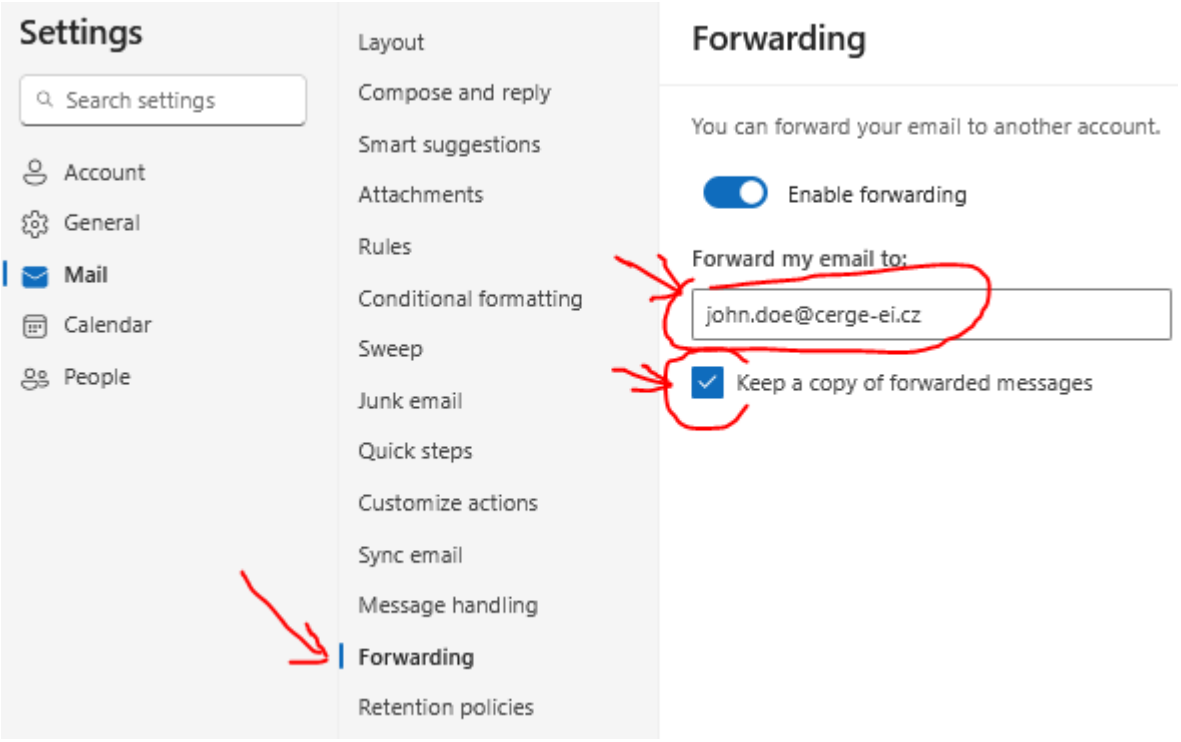
7) Select Mail ⇒ Forwarding:

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




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