# 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 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
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### Sign in

999999999@cuni.cz

	Next
Can't access your account?	
No account? Create one!	

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)

Last update: 2025-03-07 public:emai:forward\_settings\_o365 https://wiki.cerge-ei.cz/doku.php?id=public:emai:forward\_settings\_o365&rev=1741361942 15:39

#### 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) [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	Layout	Forwarding
Q Search settings   Q Search settings   Q Account   Image: Search settings Image: Search settings   Image: Search settings Image: Search settings   Image: Search settings Image: Search settings	Layout Compose and reply Smart suggestions Attachments Rules Conditional formatting	You can forward your email to another account.
escrittari es People	Sweep Junk email Quick steps Customize actions Sync email Message handling Forwarding Retention policies	Keep a copy of forwarded messages

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

