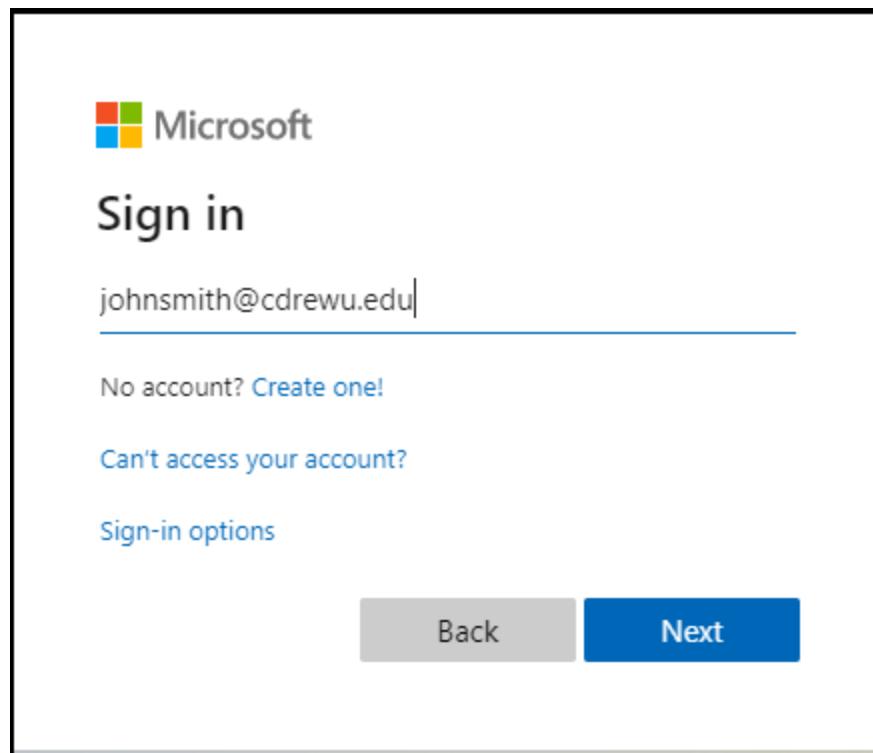




FORWARDING YOUR UNIVERSITY EMAIL ACCOUNT TO ANOTHER EMAIL ADDRESS

- Sign in to your CDU Office 365 account: portal.office.com
- Type your CDU Email address

A screenshot of the Microsoft Office 365 sign-in page. At the top left is the Microsoft logo. Below it is the text 'Sign in'. A text input field contains the email address 'johnsmith@cdrewu.edu'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right are two buttons: a grey 'Back' button and a blue 'Next' button.

Microsoft

Sign in

No account? [Create one!](#)

[Can't access your account?](#)

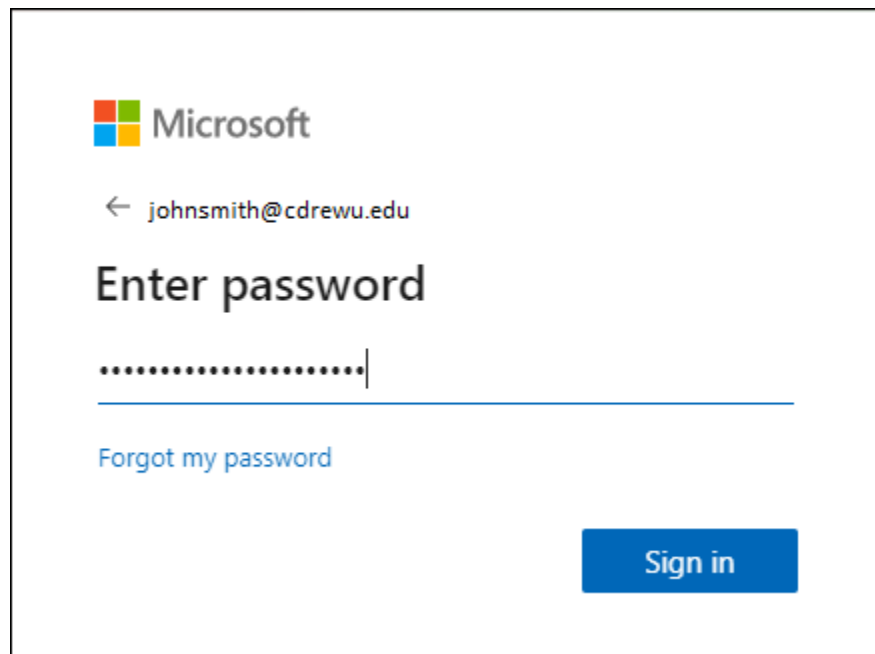
[Sign-in options](#)

Back Next

- Click **NEXT**



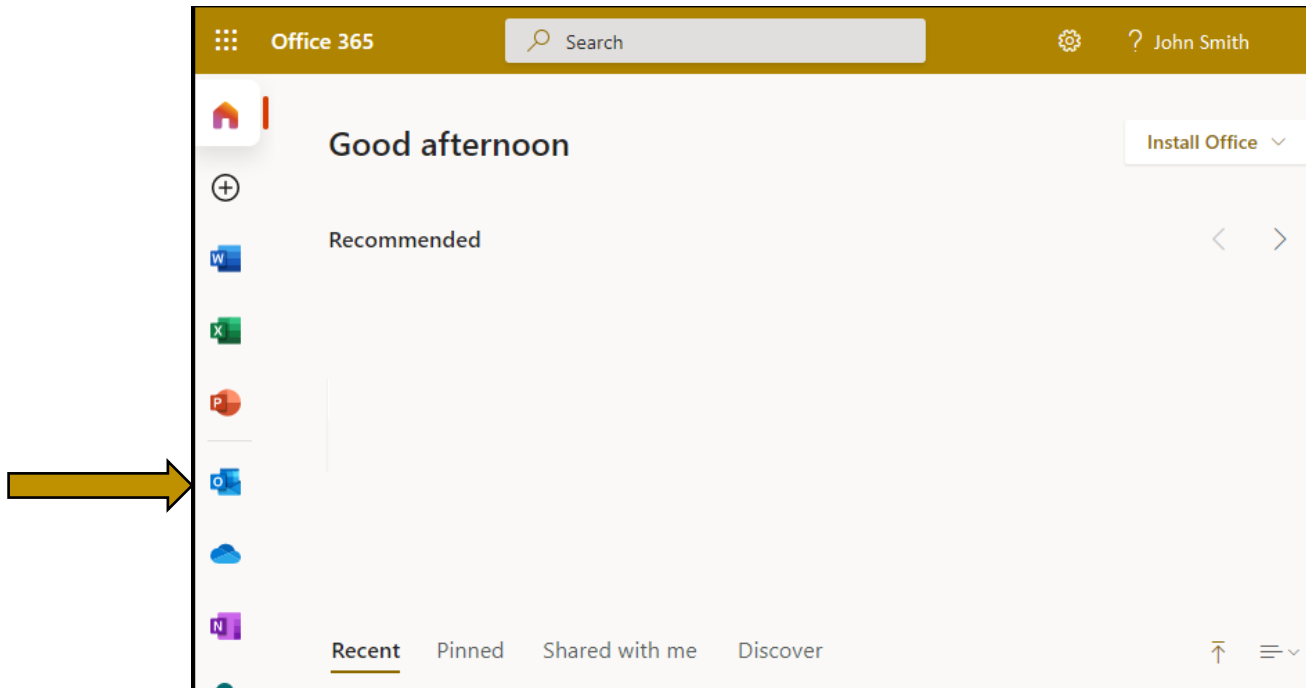
- Type your **CDU Password**

A screenshot of a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the email address 'johnsmith@cdrewu.edu' with a back arrow. The main heading is 'Enter password'. Below this is a password input field containing a series of dots and a cursor. Underneath the input field is a blue link that says 'Forgot my password'. At the bottom right of the form is a blue button with the text 'Sign in'.

- Click **SIGN IN**

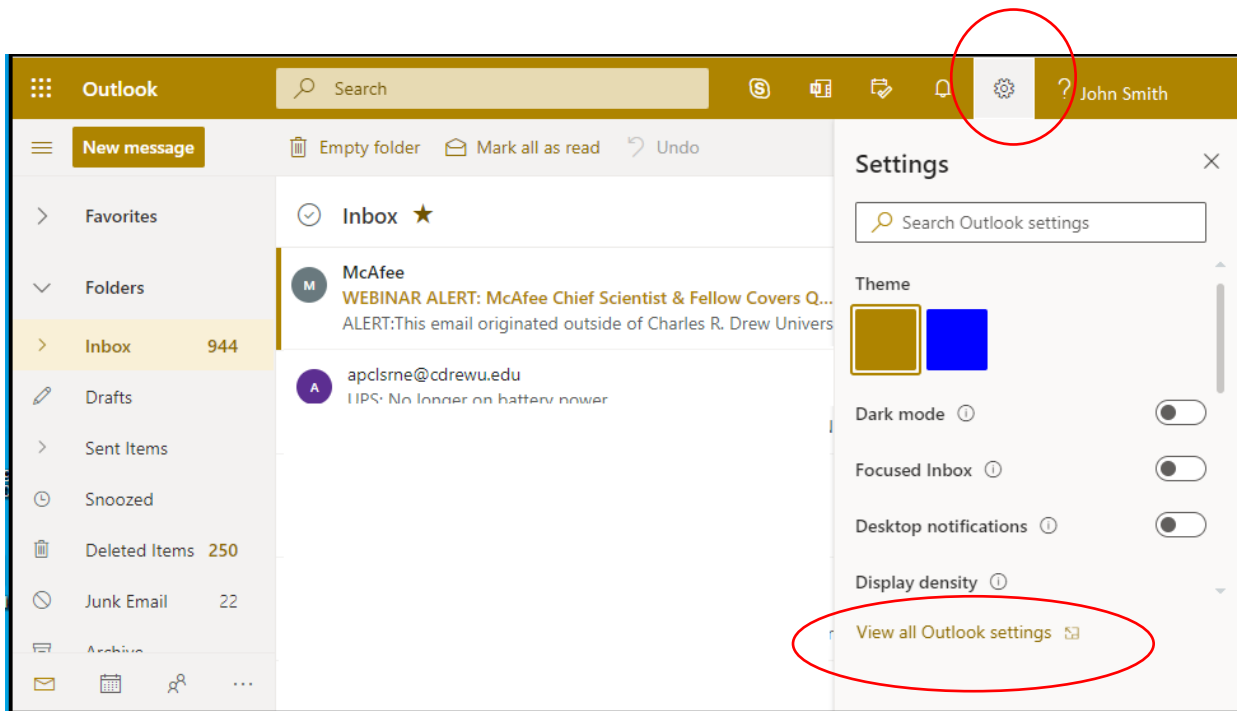


- Open your inbox by double clicking on **OUTLOOK**



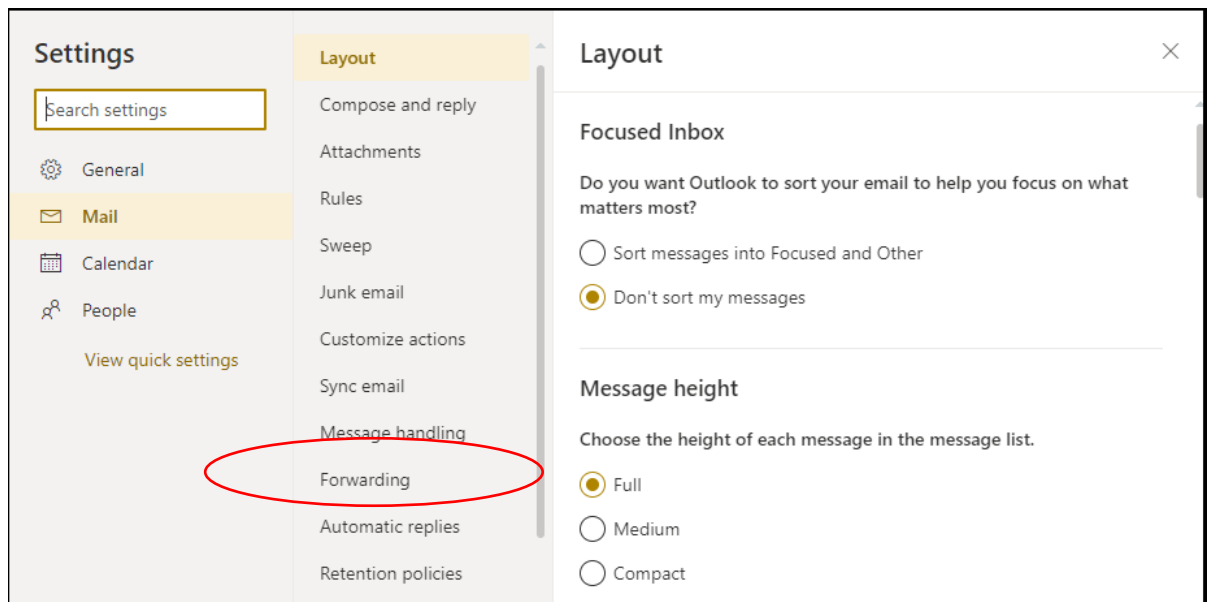


- From the right hand top corner click on **SETTINGS**, and then select **VIEW ALL OUTLOOK SETTINGS**



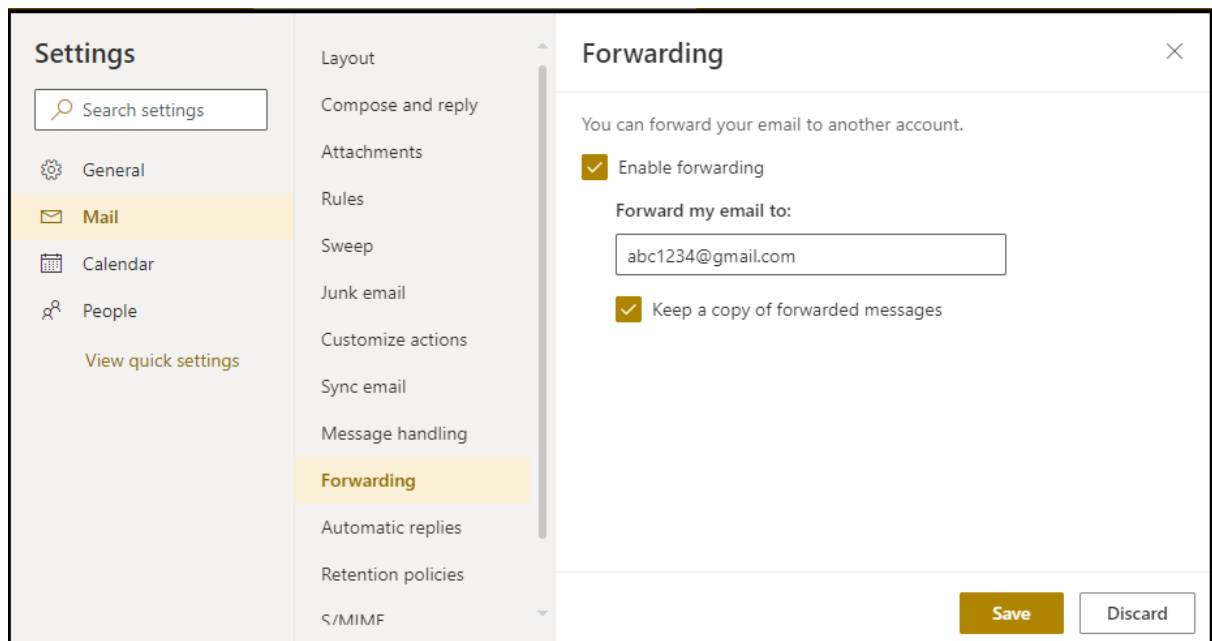


- Click on **FORWARDING**





- To forward CDU Emails to your Personal email account do the following:
 - Place a check mark on **ENABLE FORWARDING**
 - Provide your Personal email address in the **FORWARD TO MY EMAIL TO**
 - Place a check mark on **KEEP A COPY OF FORWARDED MESSAGES**



- Click **SAVE**

Don't see **FORWARDING**? Email helpdesk@cdrewu.edu to have this option enabled.