

Setting Up Email Forwarding from your CU Webmail Outlook Account

Instructions for automatically forwarding all @cuanschutz.edu emails to an alternate email account.

- 1) Login to your [CU Anschutz webmail](#) account using your CU account credentials (use the “forgot my password” option if you don’t remember your credentials)

- 2) Click on the gear icon in the upper right-hand corner of your CU webmail screen



- 3) Select “View All Outlook Settings” from the bottom of the list

[View all Outlook settings](#)

- 4) Select “Mail” → “Forwarding” → check the “Enable forwarding” box → enter your alternate email address → Save. This should forward all emails sent to your @cuanschutz.edu email address to the specified alternate email account. However, we recommend sending a test email to your @cuanschutz.edu email and confirming that it successfully auto-forwards to the alternate email account.

The screenshot shows the Outlook settings interface. On the left, the 'Settings' sidebar is visible with 'Mail' selected. The main content area shows the 'Forwarding' settings. The 'Enable forwarding' checkbox is checked. Below it, there is a text input field labeled 'Forward my email to:' with the placeholder text 'Enter an email address'. The 'Keep a copy of forwarded messages' checkbox is unchecked.

Settings

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[View quick settings](#)

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Forwarding

You can forward your email to another account.

Enable forwarding

Forward my email to:

Keep a copy of forwarded messages