

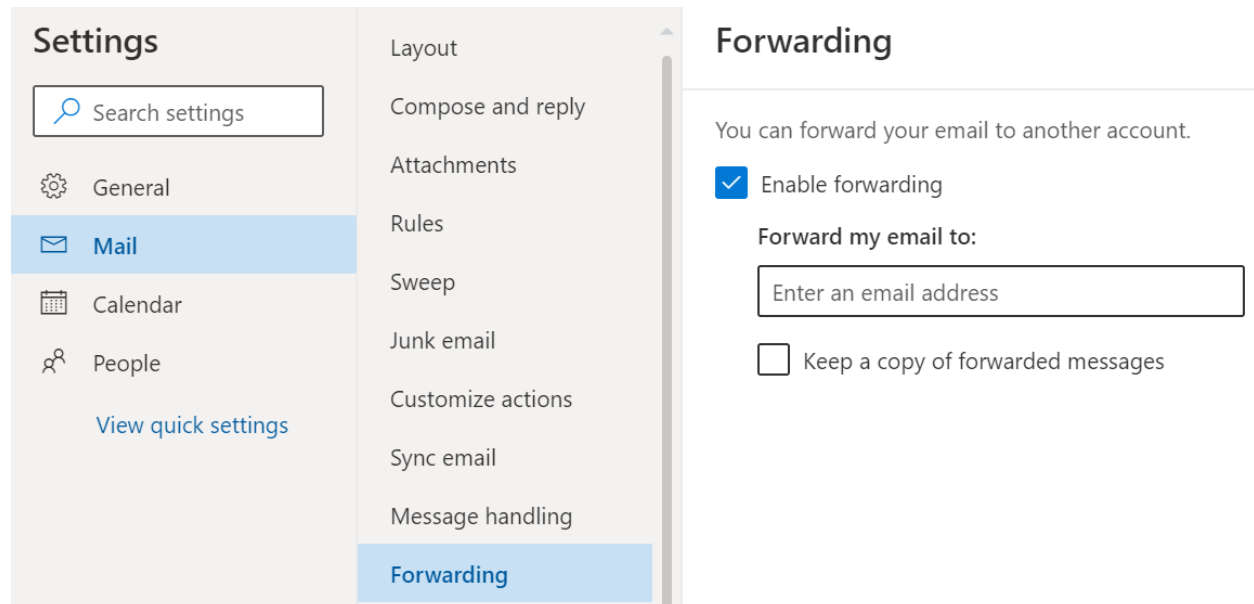


## Setting Up Email Forwarding from your CU Webmail Outlook Account

*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 
- 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 displays the Outlook Webmail settings interface. On the left, the 'Settings' sidebar is visible with a search bar and a list of categories: General, Mail (selected), Calendar, and People. Below these is a link to 'View quick settings'. The main content area on the right is titled 'Forwarding' and includes the instruction 'You can forward your email to another account.' It features a checked checkbox for 'Enable forwarding', a text input field labeled 'Forward my email to:' with the placeholder 'Enter an email address', and an unchecked checkbox for 'Keep a copy of forwarded messages'. A vertical list of settings on the left side of the main area includes Layout, Compose and reply, Attachments, Rules, Sweep, Junk email, Customize actions, Sync email, Message handling, and Forwarding (which is highlighted in blue).