Setting Up Email Forwarding from your CU Webmail Outlook Account
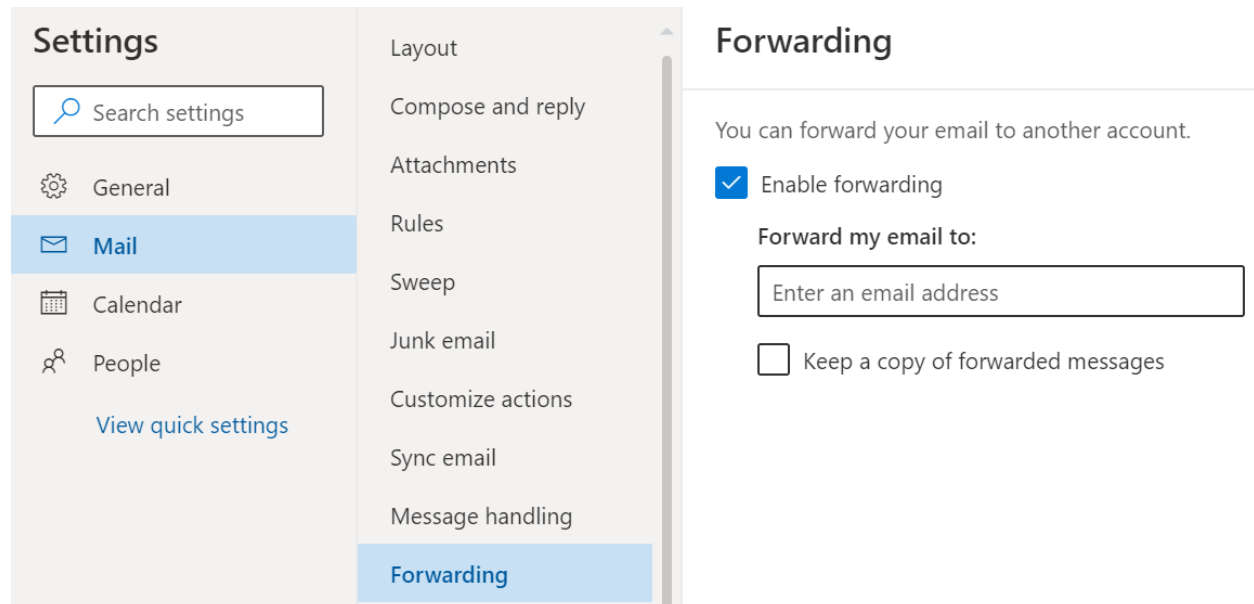
Instructions for automatically forwarding all @cuanschutz.edu emails to an alternate email account.

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.