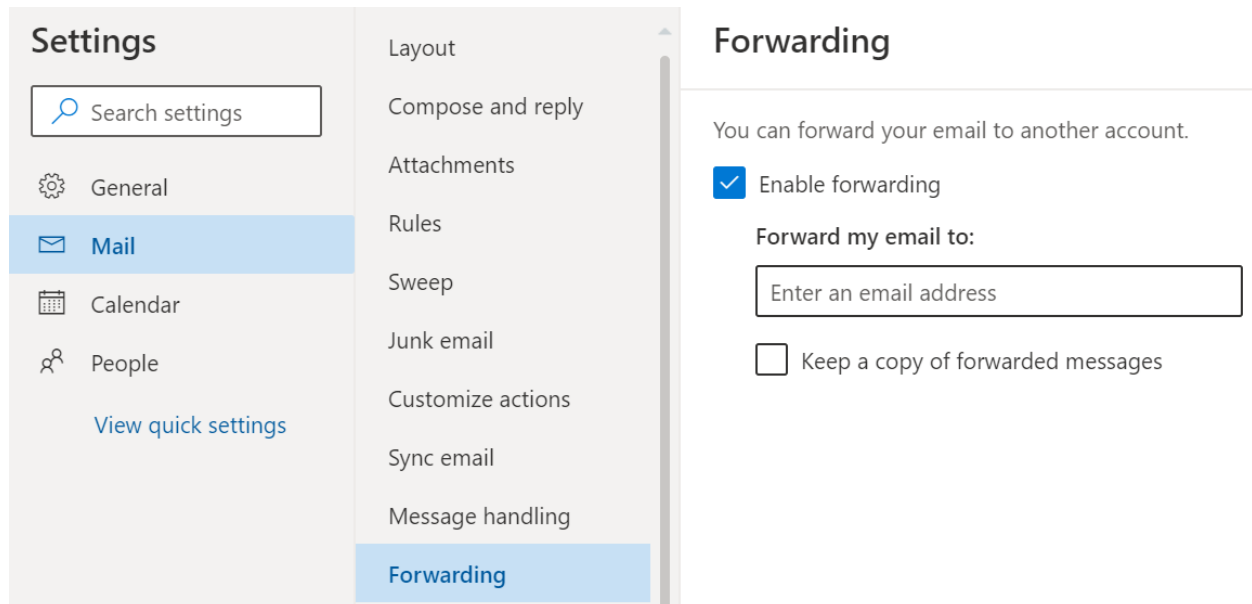


Setting Up Email Forwarding from your CU Webmail Outlook Account

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 shows the 'Forwarding' settings. It includes a heading 'Forwarding', a sub-header 'You can forward your email to another account.', and a checked checkbox for 'Enable forwarding'. Below this is a text input field labeled 'Forward my email to:' with the placeholder text 'Enter an email address'. At the bottom, there is an unchecked checkbox for 'Keep a copy of forwarded messages'.