



Forward your CDU E-Mail

Don't miss important email!

Students can now automatically forward their University e-mail account to another e-mail address.

We encourage students to forward their University email to their personal (non work) email accounts to ensure they receive all broadcast, financial aid and finance correspondence.

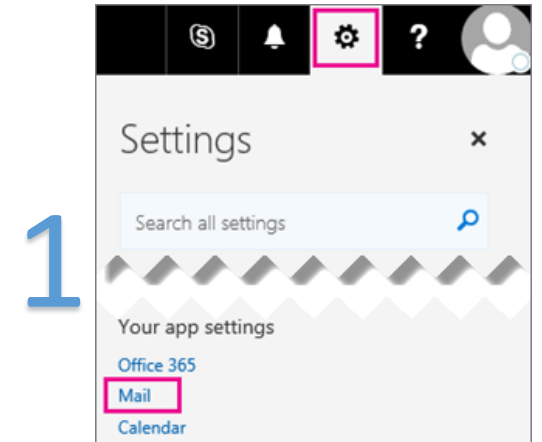
If you choose to forward your mail, your University address will continue to receive messages; however, you can enjoy the convenience of reading and responding to messages from another account. **This is optional!**

We discourage students forwarding email to their work/employer email address or any other email where they do not own or have exclusive rights to the email.

Students may receive confidential information regarding their financial aid, grades and other information via email. Exercise caution to where you forward your email.

Sign in to Office 365 at <http://portal.office.com>

Go to Outlook -> Settings -> Forwarding



Choose Start **Forwarding**.

