
Forwarding Microsoft 365 Email

For students and staff

Every student and staff member at Charles University has a university email address set up in Microsoft 365 in the format **personalnumber@cuni.cz** (in the so-called central-university tenant). You may receive important messages, invitations to collaborate on documents, or invitations to videoconferences in Teams via this address. *However, you might not notice these messages if your primary work or student (e.g. faculty) email inbox is located elsewhere.*

Some faculties and other departments operate their own M365 environment (their own tenants). If you use one of these, *we recommend forwarding your whole-university email to your main, frequently used email account.* This way, you will have all messages in one place and will not miss any important information.

Important: For data protection reasons, *staff are not permitted to forward this or any other work email to non-university or non-faculty addresses.* If you already have such a forwarding set up (e.g. to a private email address), you must disable it as soon as possible. See [Instruction No. 3 – Use of Private Email Addresses \(CZ\)](#) for details.

How do I know if this applies to me?

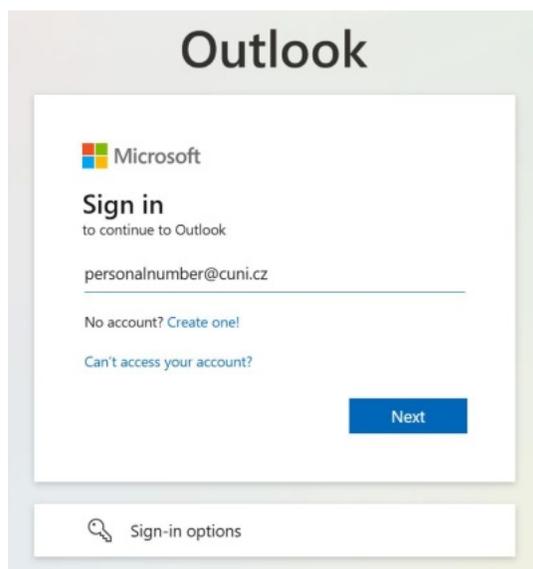
Sign in to your whole-university cloud mailbox in Microsoft 365 and check whether it contains messages from your usual email correspondence. If it does, then this information does not concern you, and you do not need to set up any forwarding. If not, you should configure forwarding.

How do I sign in to Microsoft 365 email?

1. Go to <https://outlook.office.com/>.

Important: Pay attention to which account you are signing in with. If your web browser remembers your faculty email login, it may log you in automatically and will not prompt you for your user credentials. In that case, you can use an *anonymous or InPrivate/Incognito window* by pressing **Ctrl+Shift+N**, and then going to <https://outlook.office.com>. This should prompt you to enter your account details.

2. In the login field, enter your **personalnumber@cuni.cz** (for example, 12345678@cuni.cz) and click **Next**.



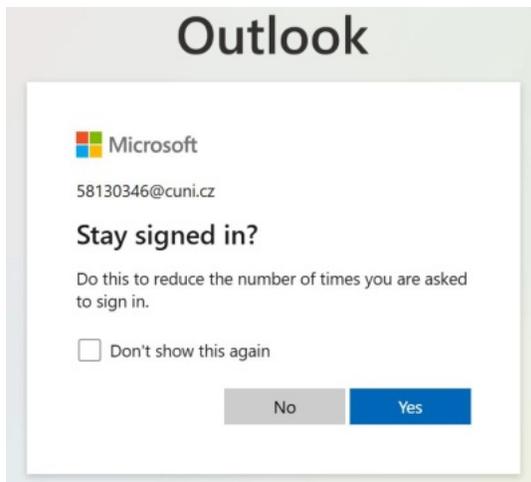
3. Next, enter your CAS login details and click **Sign in**:

Tip: If you do not know your CAS login details, follow the instructions at <https://ldapuser.cuni.cz> .

4. If you are using a personal device in your own password-protected user profile, and you do not use a different Microsoft 365 account, you can click **Yes** in the next window.

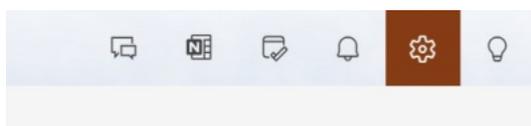
Important:

If you are working on a device *shared by several people*, e.g. a public or family computer, definitely click **No**.

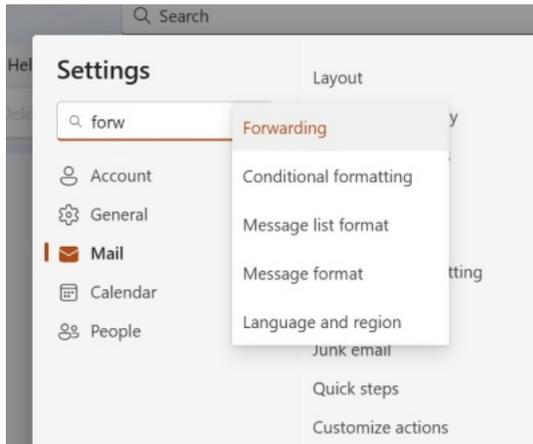


How do I set up forwarding?

1. In the top-right corner of the website, click the **Settings** (cog) icon.

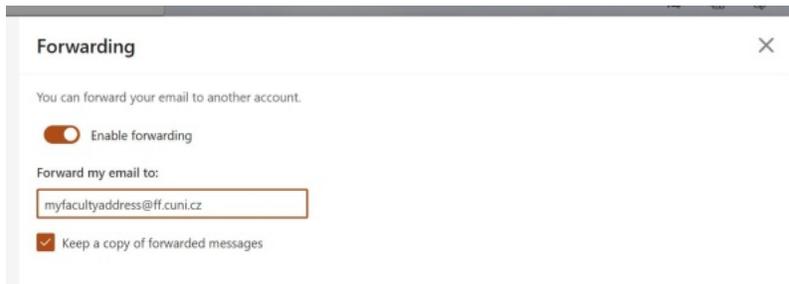


2. Type the beginning of the word **“Forwarding”** into the search box and select the **Forwarding** option that appears.



3. In the window that opens, tick **Enable forwarding** and enter the main email address to which you want your messages forwarded. *Again, staff members are asked not to enter personal addresses or addresses of other organisations.*

Important: Make sure the **Keep a copy of forwarded messages** box is ticked. This ensures, for example, that Teams meetings to which you are invited will appear in your cloud calendar, and other integrations will continue to work properly.



Finally, scroll to the very bottom of the window and click **Save**.

