
Email redirection step-by-step

All students and employees of Charles University acquire **university-wide email address** in Microsoft 365 environment, personalnumber@cuni.cz.

This email address is the main one used for important news, invitations to cooperation or video calls via Teams. However, it might be that you are not using this mailbox because you **also** have email **account provided by faculty/unit**.

Some faculties/units use their **own M365 environment**. Therefore, we recommend to **set redirecting of your university-wide mailbox** to the one you use on daily basis.

Thanks to this you will have all your mail and important information in one place.

Notice: Employees are prohibited from redirection of work mailbox to personal email addresses due to data protection directive. If you already have such redirection set, please make sure to cancel it as soon as possible.

See [Information on the Processing and Protection of Personal Data at Charles University](#) for further information.

How do you I know it applies on my case?

[Log in to your university-wide mailbox](#) and see if you have messages from your standard email communication in there. If so, you do not need to set any redirection now. If not, please follow the instruction for mailbox redirection.

How to access your University-wide mailbox?

1. Please open <https://outlook.office.com/> website.

Notice: Please pay close attention to which account you are logging in. It may be that your browser is saving login information for your faculty/unit account. If you are automatically logged in to your faculty/unit account, please log out first and continue with login to the university-wide account.

2. Username is set as personalnumber@cuni.cz (e.g. 12345678@cuni.cz)

You can find your personal number on your **CU identification card** (below your photo).

Click on **Continue**.

3. You will be redirected to **CAS** website. You need to login here for further verification.

Tip: If you do not know your login information, please follow the manuals on [Charles University Authentication Service](#) website.

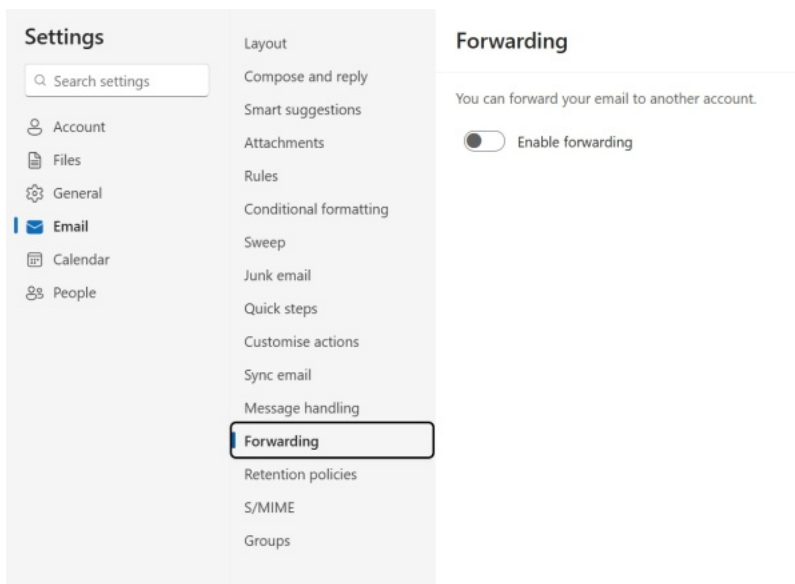
4. If you are the **sole user** of the device on which you are logging in, you can select **Yes**, stay signed in.

Notice: If you try to log in on public or **shared device**, always select **No**.



How to set email redirection?

1. Once in your university-wide email account, go to **settings**, in the **top-right corner**, select **Email** and **Forwarding**:



2. Click on **Enable forwarding** and fill in your main email address. Once again, **please do not select your personal email address** due to data protection directive.

Notice: Check if option **Keep copy of forwarded message** is ticked. This will allow your cloud calendar and Teams to keep up to date information about your meetings and invitations. It also enables further connections.

You can forward your email to another account.

☒ Enable forwarding

Forward my email to:

☒ Keep a copy of forwarded messages

Do not forget to **Save** your changes.



Notice: Please be advised it might happen that some messages will not be delivered and some might get lost. Therefore it is highly recommended to select the option of keeping copies so you will always be able to see all messages in your university-wide mailbox.