

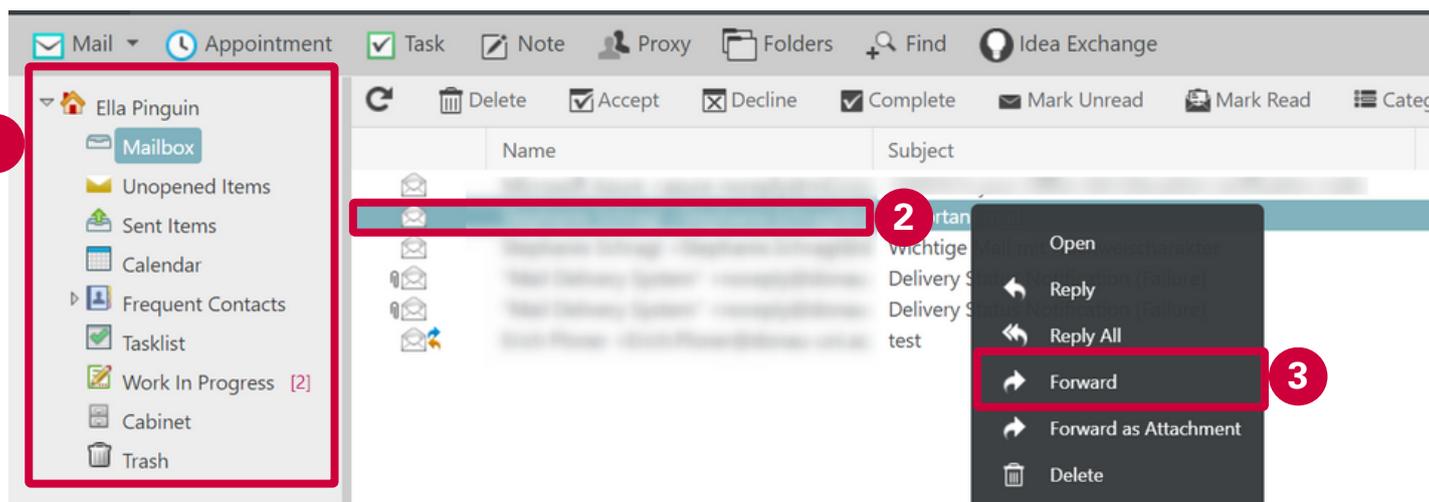
Outlook | Forwarding from Groupwise

Use case:

If you have emails in your Groupwise mailbox that you need access to in the future, you can forward them to the new Outlook mailbox.

Groupwise:

Log in to your Groupwise account at <https://webmail.donau-uni.ac.at/gw/webacc>



1. Go to the folder where the email to be forwarded is located.

2. Right-click on the email.

3. Select "Forward."

4. Enter your e-mail address with the addition "**onmicrosoft**":

*Example: Martina Musterfrau: **martina.musterfrau@donauuni.onmicrosoft.com***

Notice:

Your email address will be your usual edu address in the future!

The address given here is only needed for forwarding.

