Outlook | Forwarding to private mail address



Information

Please note that information relevant to your studies (automated information about grants, extension of studies, etc.) will only be sent to the edu-mail address you receive through the UWK. If you do not want to actively access the mailbox on a regular basis, you can forward the mails to a private mail address.

Login

Go to <u>outlook.donau-uni.ac.at</u> and log in with your UWKonline account (=email address + UWKonline password).

Settings	Layout	Forwarding	×	LIKE Morning Sync in 18 min Microsoft Tear
Q Search settings	Compose and reply	You can forward your email to another account.		85
🔅 General	Attachments	Enable forwarding		G
Mail	Rules 4			
Calendar	Sweep	private@mail.com		
88 People	Junk email	Keep a copy of forwarded messages		☺ ⊑ ← ≪ ~
	Quick steps 5			Sat 7 Oct 2023 1
	Customize actions			
	Sync email			
	Message handling			
	3 Forwarding			
	Automatic replies			
	Retention policies			
	S/MIME			
	Groups			

- 1. Navigate to the settings.
- 2. Select the "Email" section in the navigation bar.
- 3. Go to "Forwarding".
- 4. Activate the forwarding and enter your private email address to which you want to forward.
- 5. Choose to keep a copy.
- 6. Save this setting.

The forwarding from your edu address in Outlook to your private mail address is thus set up!

