



HOW TO FORWARD YOUR EMAIL NOTIFICATIONS AT BLACKBOARD TO YOUR EMAIL AT CUFE (or any other personal email)

- 1. To login to your Blackboard (CU) email, visit <u>https://outlook.com/cu.edu.eg</u>
- 2. In the Sign in window, write your CU email that starts with your username at Blackboard, then @stud.cu.edu.eg

e.g. 1472010XXXXXX@stud.cu.edu.eg

Then	click	Next.
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Outlook	
Microsoft Sign in to continue to Outlook 147120201 Can't access your account? Sign in with a security key ③	

3. Your password is the 8-digit number which is the same as your Blackboard password that was sent to your account at the faculty portal together with the other Blackboard

info. Enter your password, then click **Sign in**.

Note: If you have troubles logging in using the password sent at your account, request a password reset <u>here</u>.

-	Microsoft	
nter password	← 147120204011008@stud.cu.edu.eg	
	Enter password	





4. If this is your first time to login to your CU email, you will see the window below. Click **Next**.

Microsoft		
14712020	-	
More infor	mation required	
Your organisation your account secu	needs more information to keep ire	,
Use a different ac	count	
Learn more		

5. You can add your mobile phone number as a recovery method or click **Cancel**.

# Microsoft	14712020 Stud.cu.edu.eg	?
don't lose access to your account	!	
To make sure that you can reset your password, we need to collect some	info so that we can verify who you are. We won't use this to spam you - we'll just use it to	make
To make sure that you can reset your password, we need to collect some info so that we can verify who you are. We won't use this to spam you – we'll just use it to make your account more secure. You'll need to set up at least 1 of the options below. Authentication Phone is not configured. Set it up now		
Authentication Phone is not configured. Set it up now		
Finish Cancel		





6. Your inbox window will be shown. Click on the **Gear** icon (Settings) on the top right.

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=	New message		
~	Favourites	Focused Other Filter ~	
2	Inbox		
>	Sent Items		
o	Drafts		
	Add favorite		
~	Folders	NF	
	Inbox	All done for the day	
o	Drafts	Enjoy your empty inbox.	
⊳	Sent Items		
ŝ	Deleted Items		

7. The window below will be shown. Click on **View All Outlook Settings**.

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Settings			~
Search	Outlook settings]
Full	Medium	Compact	
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Show on	the right		
O Show on	the bottom		
O Hide			
View all Outle	ook settings 🚦		





8. The window below will be shown. Click on Email > Forwarding

Settings	Layout	Forwarding
 ✓ Search settings ✓ General ✓ Email Calendar A^R People View quick settings 	Compose and reply Attachments Rules Sweep Junk email Customise actions Sync email Message handling Forwarding Automatic replies Retention policies	You can forward your email to another account. Enable forwarding Forward my email to: Enter an email address Keep a copy of forwarded messages

Then check Enable Forwarding, and add your CUFE email, e.g., <u>MyEmail@engst.cu.edu.eg</u> (Or any other email you want to forward your messages to).
 If you need to keep a copy of forwarded messages at your CU email, check Keep a copy of forwarded messages. Then click Save.

Compose and reply Compose and reply Compose and reply Attachments Rale Calendar Catomise actions View quick settings View quick settings Catomise actions Sync email Message handling Construction Construction Automatic replies	Settings	Layout	Forwarding	×
Imal Sweep Myremail@ist-eng.cuedu.eg g ^A Propie Musk email View quick settings Customise actions Sync email Message handling Image: Tormard my email@ist-eng.cuedu.eg Message handling		Attachments		
Forwarding Automatic replies	🗂 Calendar R [®] People	Sweep Junk email Customise actions Sync email	Myemail@std-eng.cu.edu.eg	
Referition policies		Forwarding		

CUFE IT SUPPORT WISH YOU BEST OF LUCK