UNIVERSITY OF WISCONSIN OSHKOSH

Graduate Studies

UW-Oshkosh faculty and staff send information (year-round) solely to your campus email address. We do this to protect your privacy and ensure emails are delivered.

Some students forward campus emails to a personal email account. Students who redirect email do so at their own risk. Having email lost as a result of redirect does not absolve a student from the responsibilities associated with communication sent to their campus email account.

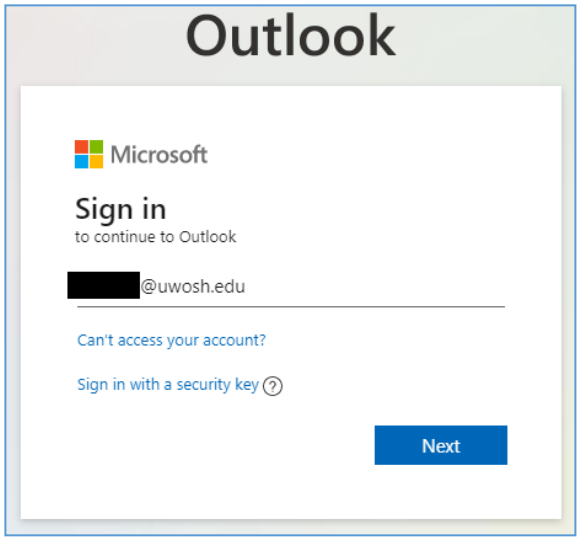
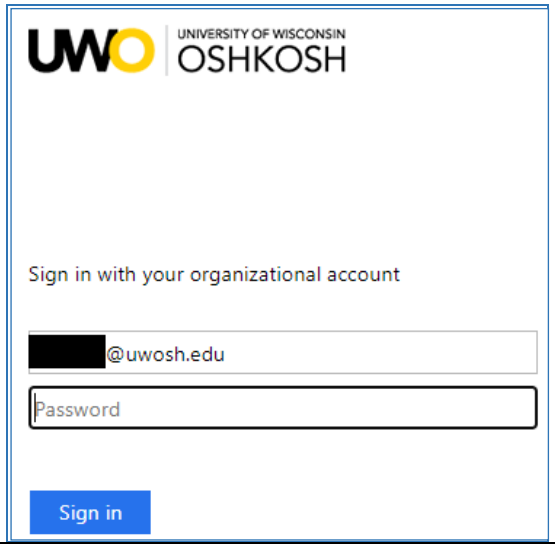
Emails should be retained in the campus email account, and you should periodically check the campus email account to ensure all messages have been redirected.

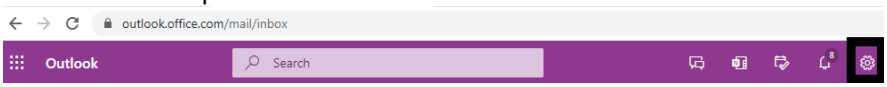
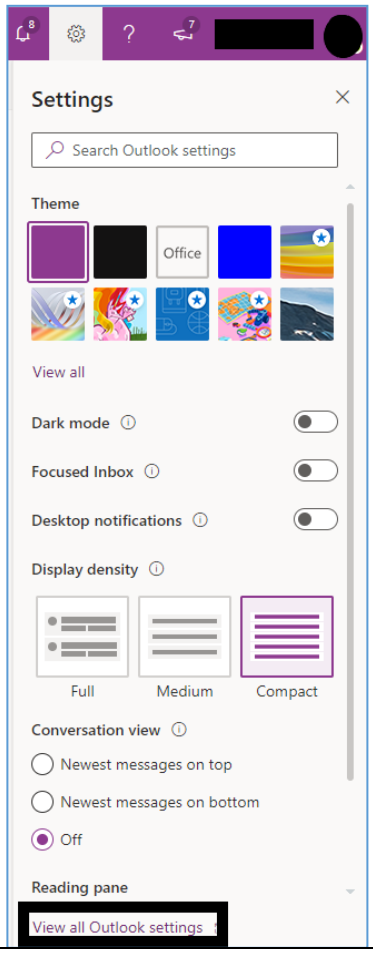
For more information, please consult UWO's Student Email Policy.

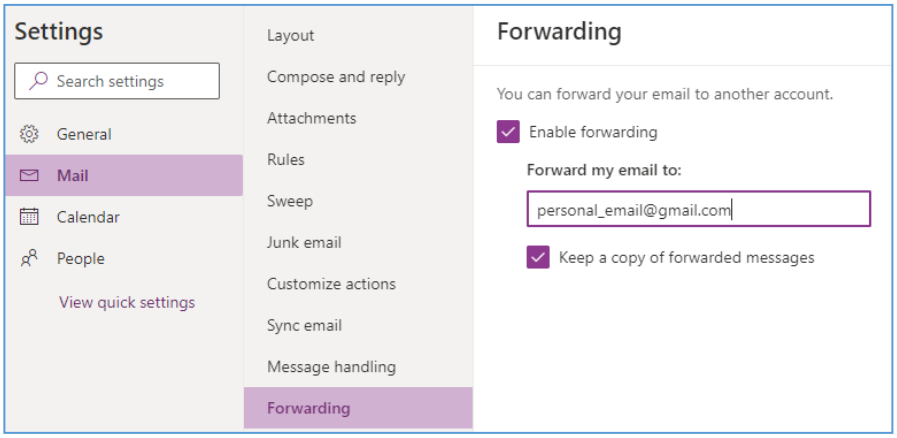
Instructions on how to forward campus emails to a personal account begin on the next page.

UNIVERSITY OF WISCONSIN OSHKOSH

Graduate Studies

1. Log into Outlook	Go to www.outlook.office.com Enter your **campus email address** and click **Next** (pictured below).  This takes you to UW-Oshkosh's sign-in page (pictured below). Enter your password and click **Sign-in.** 

2. Go to Outlook Settings	Click the **Settings icon** (gear-shaped icon near the top right of the screen). The Settings icon is located at the top right of the screen. I've added the black box for emphasis:  Here's a close-up of the Settings icon (I've added the black box):  Next, click **<u>View all Outlook settings</u>** at the bottom of the Settings pop-up: 

3. Forward your Email	The Settings pop-up menu is organized in three columns: • Click **Mail** in the left column • Click **Forwarding** in the center column. • Click the box in front of **Enable forwarding**, enter your personal email address, and click the box in front of **Keep a copy of forwarded messages** if you would like to retain emails in your UWO mailbox as back-up**.**  At the bottom of the screen, click **Save**. Click the **X** at the top right to close the pop-up.
4. Send a Test Email	Send an email from your personal account to your UWO campus account. The email should appear in your UWO campus email inbox. The email should also appear in your personal in box. In your personal email, to know which emails were sent to your UWO campus email: • Open the email in your personal account • Mouse over the **To:** name at the top of the email. • You will see your UWO email address rather than your personal email address.