

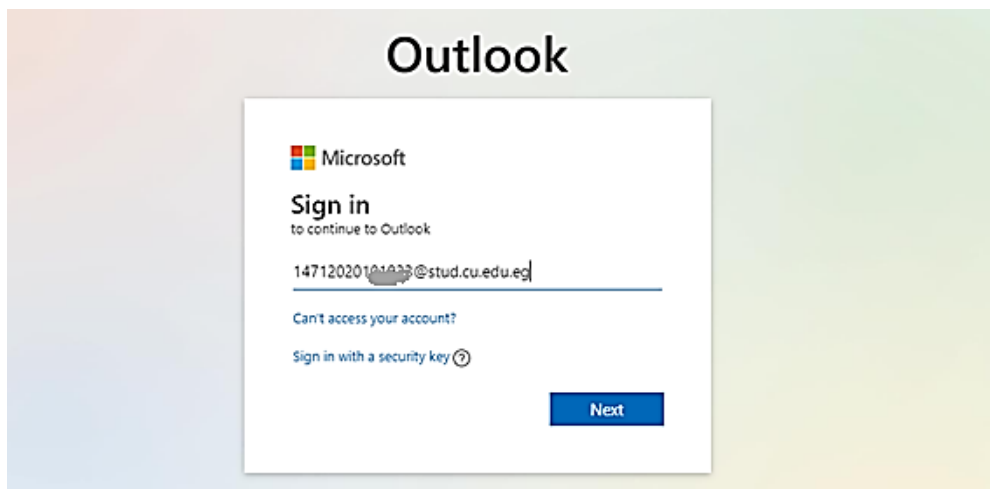


## HOW TO FORWARD YOUR EMAIL NOTIFICATIONS AT BLACKBOARD TO YOUR EMAIL AT CUFE (or any other personal email)

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

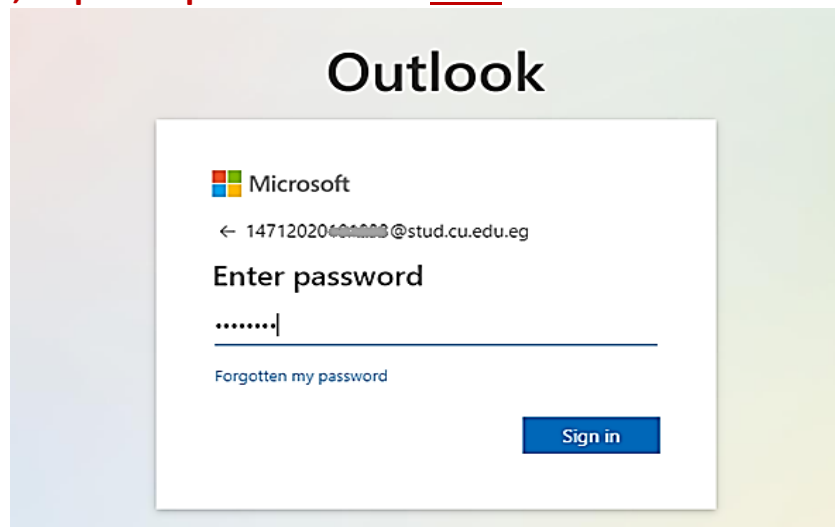
e.g. [1472010XXXXXX@stud.cu.edu.eg](mailto:1472010XXXXXX@stud.cu.edu.eg)

Then click **Next**.



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 [here](#).**



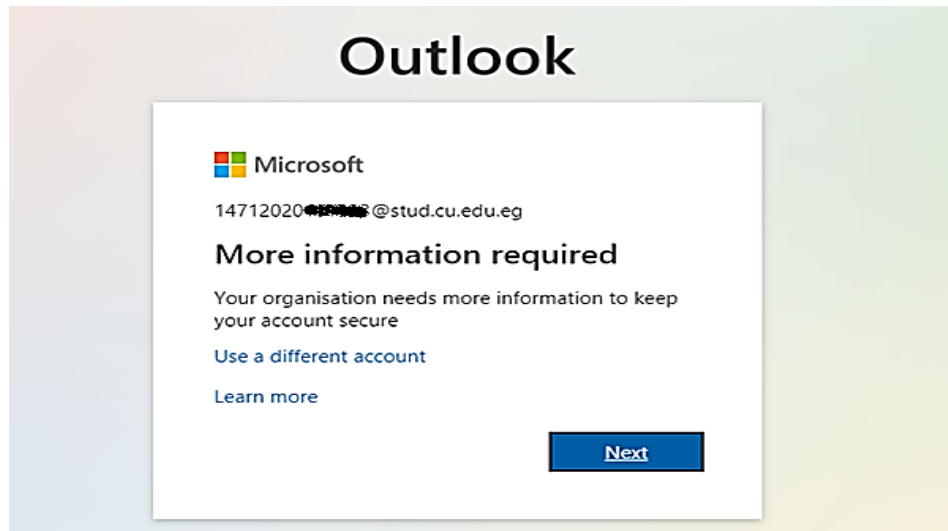


Cairo University

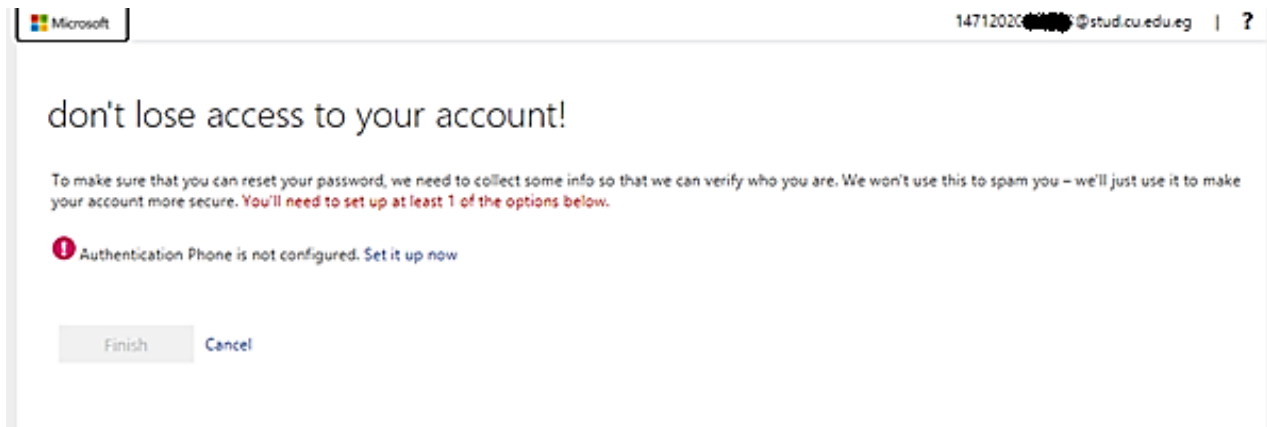
## Cairo University Faculty of Engineering



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



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



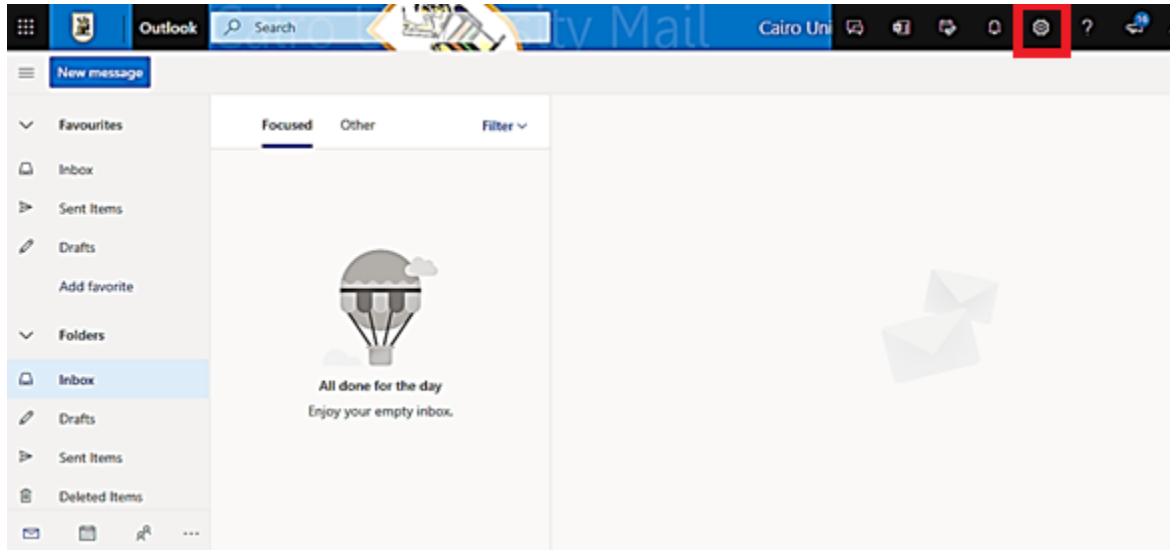


Cairo University

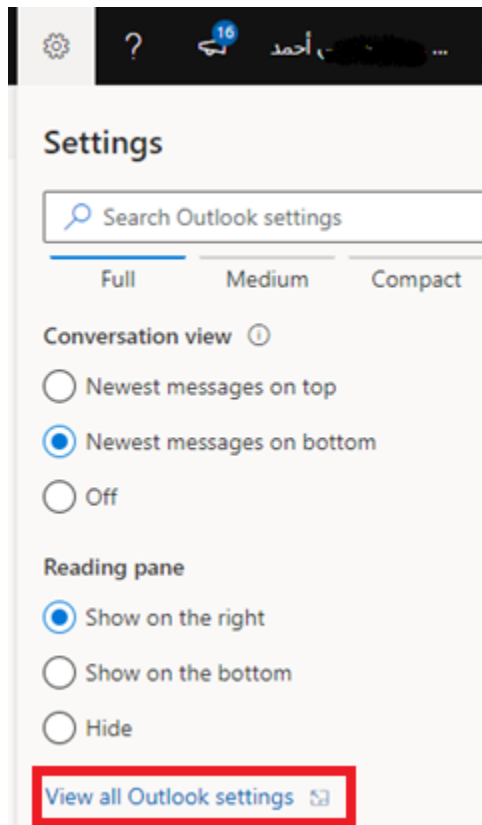
## Cairo University Faculty of Engineering



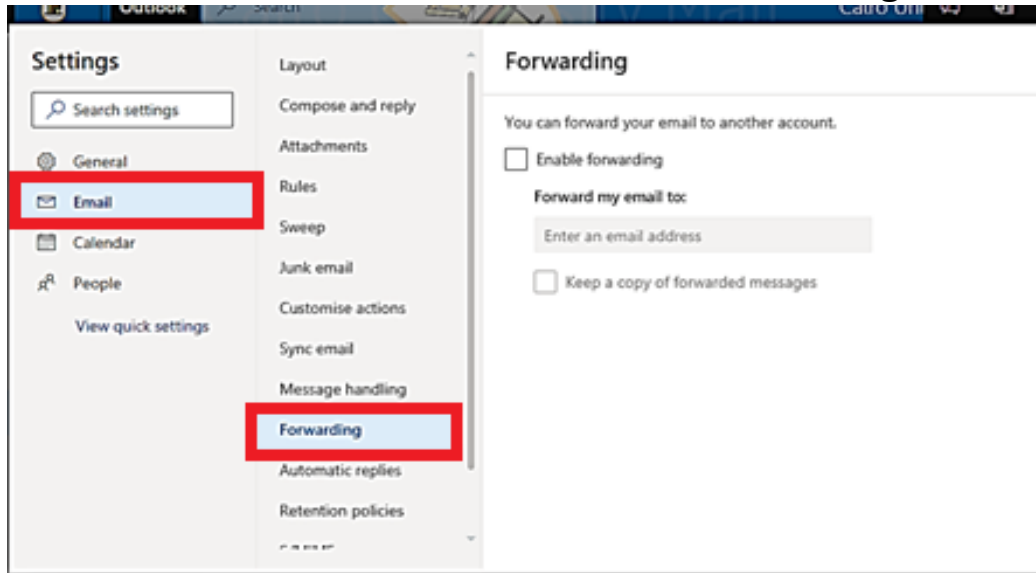
6. Your inbox window will be shown. Click on the **Gear** icon (Settings) on the top right.



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

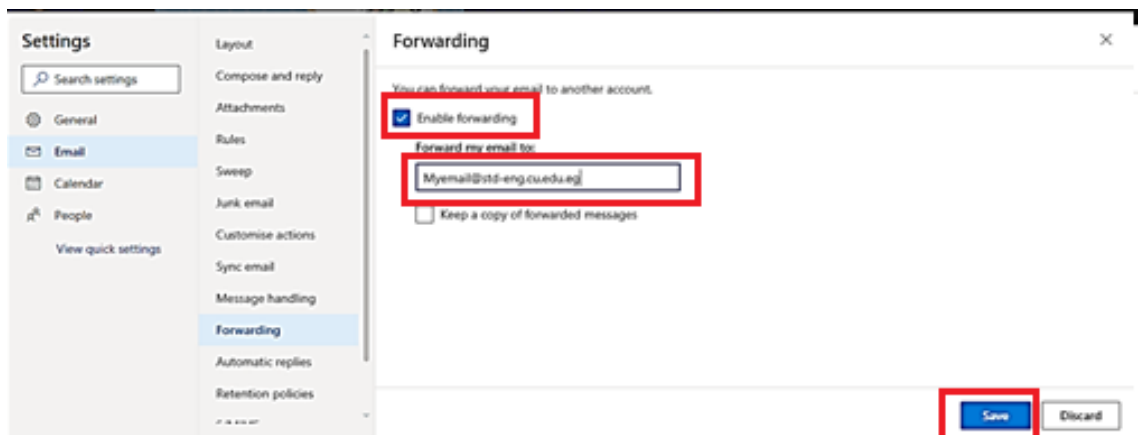


8. The window below will be shown. Click on **Email**→**Forwarding**



9. Then check **Enable Forwarding**, and add your CUFE email, e.g., [MyEmail@eng-st.cu.edu.eg](mailto:MyEmail@eng-st.cu.edu.eg) (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**.



CUFE IT SUPPORT  
WISH YOU BEST OF LUCK