To forward your @crimson.ua.edu email to your @ua.edu email address, please follow the steps below.

1. Browse to https://outlook.office.com

2. Sign in with your @crimson.ua.edu email address. **IMPORTANT: MAKE SURE YOU'RE USING YOUR @CRIMSON.UA.EDU ADDRESS AND THAT YOUR BROWSER IS NOT AUTOPOPULATING YOUR @UA.EDU INFORMATION.**
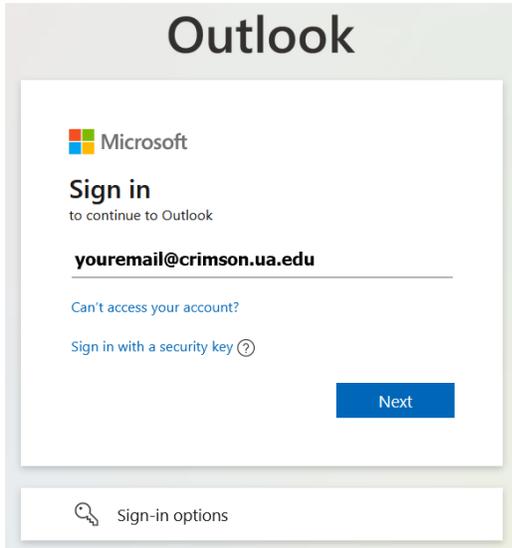
3. Enter your password for your @crimson.ua.edu account
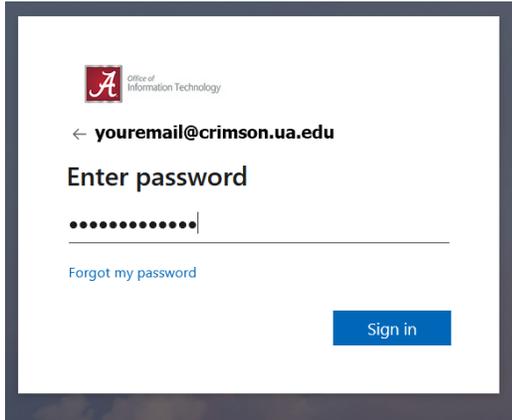
4. Authenticate via Duo (if you've previously checked the "Remember me for 30 days" on the PC your using, you may not see the Duo prompt).
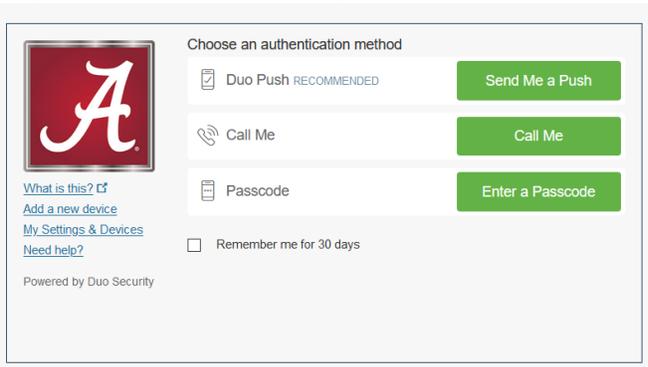
5. If you see the following alert, please choose NO
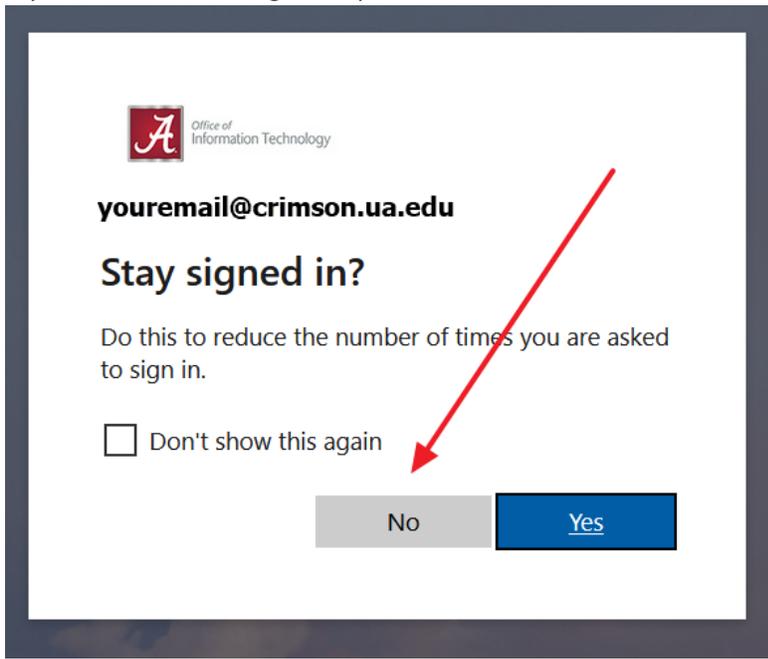
6. Next, you should be logged into the web version of Outlook as your @crimson.ua.edu account. Please click on the icon in the top right corner and confirm that the account you're logged into is your @crimson.ua.edu account. If this step reveals you're logged into your @ua.edu account, please logout and start over with step 1.
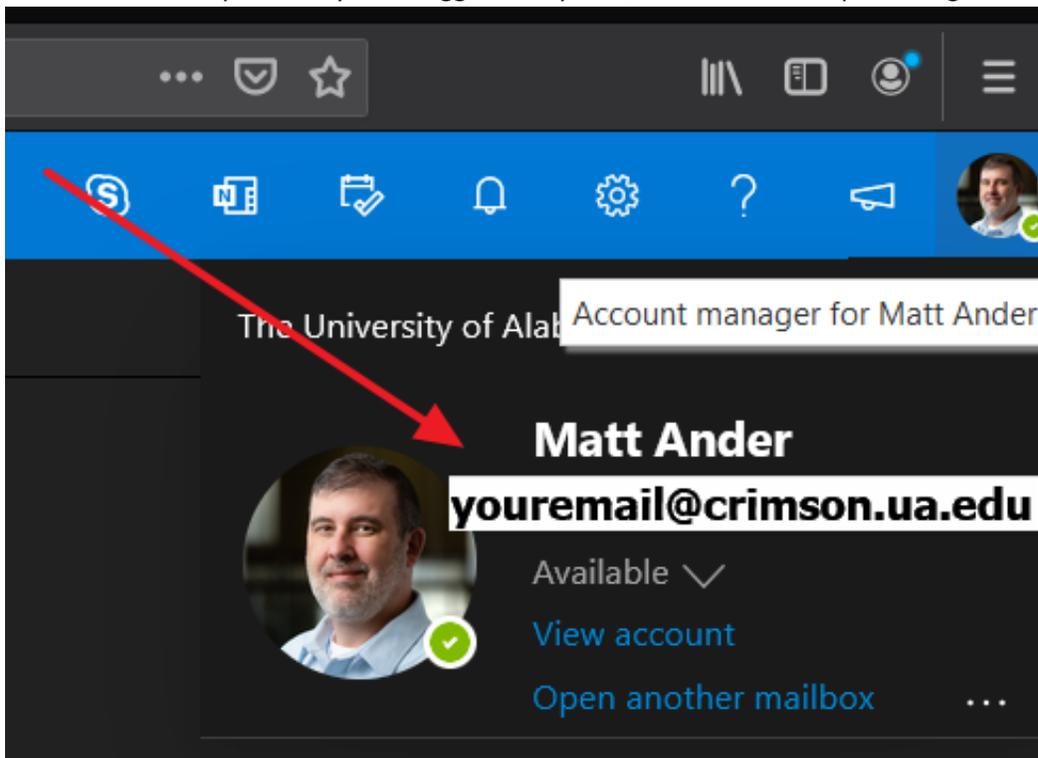
7. Click on the gear icon in the top right navigation area and then click on "View all Outlook settings" in the bottom of the popup window.
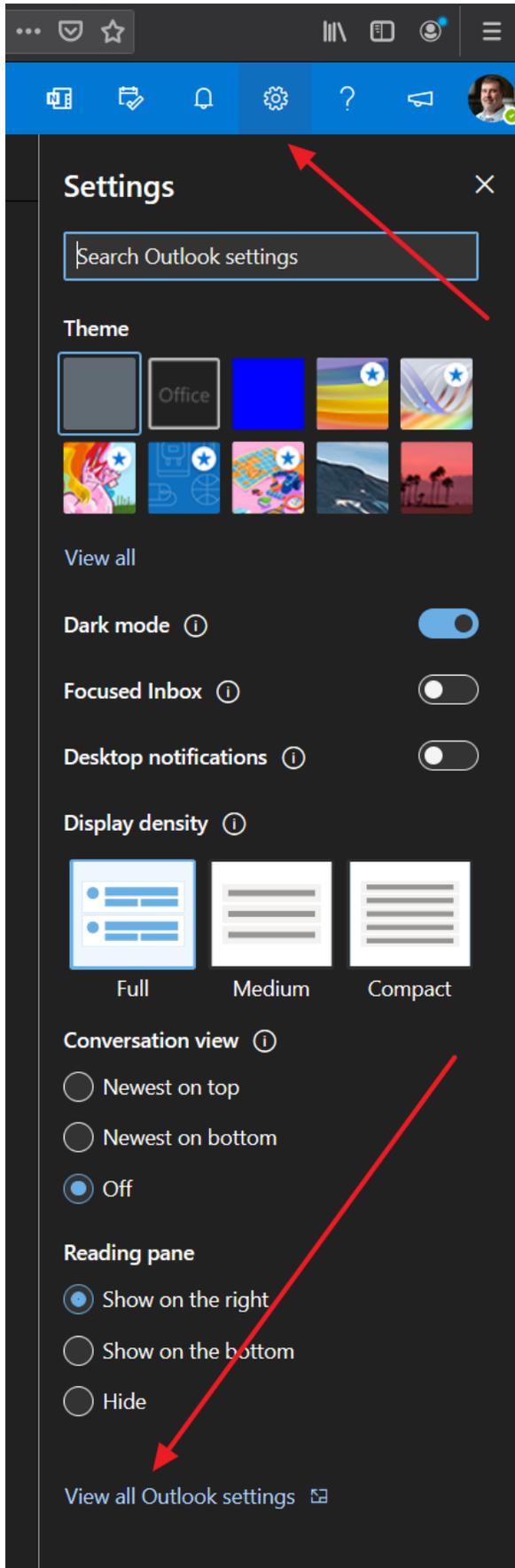
8. Click on "Mail" on the left navigation of the popup window, click on "Forwarding", check the "Enable forwarding" box, and enter youremail@ ua.edu into the text box under the "Forward my email to:" item and click the "Save" button. **PLEASE MAKE SURE YOU ENTER YOUR @UA.EDU EMAIL ADDRESS, WHICH WILL BE RECEIVING THE FORWARDED EMAIL.**
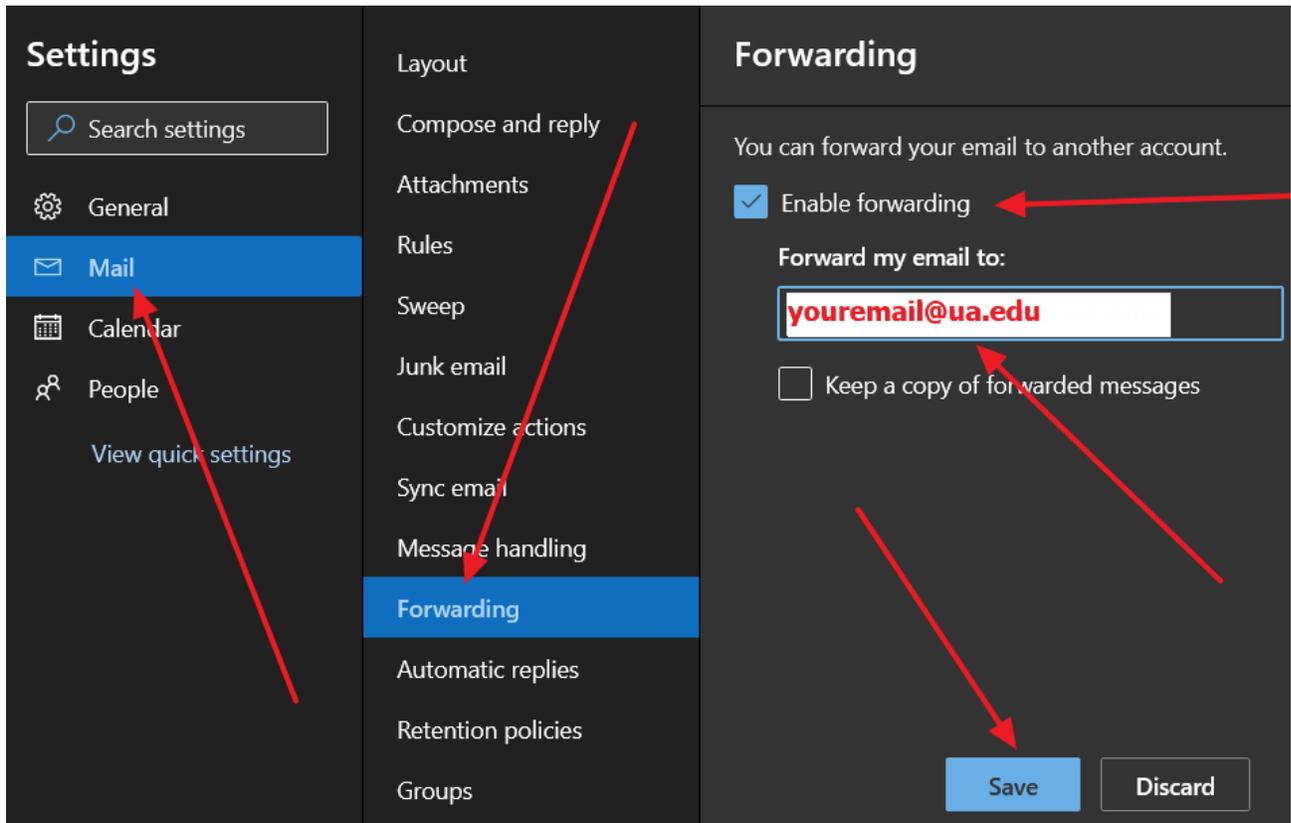
9. Click on "Rules" and click on "+ Add new rule"
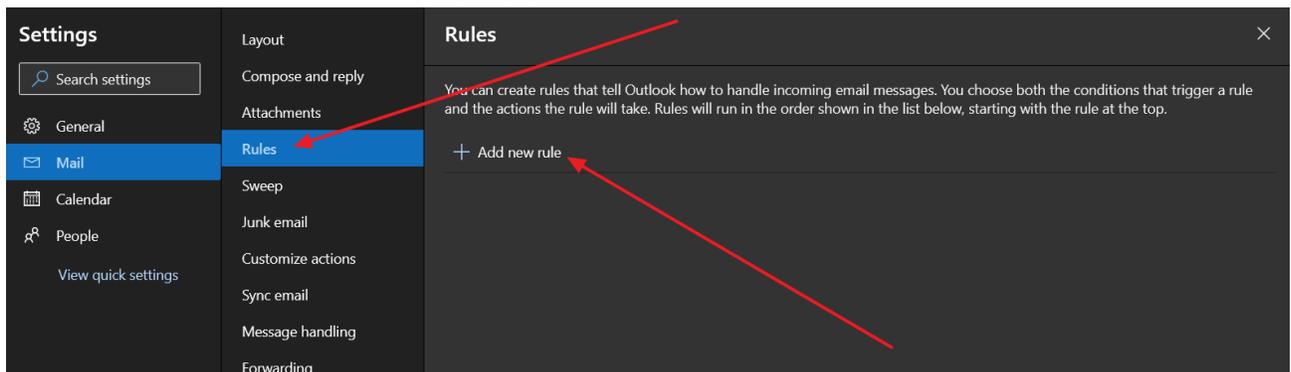
10. Name the new rule "Forward Junk Mail", under the "Add a condition" area choose "I'm on the To or Cc line", under the "Add an action" area choose "Forward to" and enter youremail@ua.edu, and click the "Save" button. **PLEASE MAKE SURE YOU ENTER YOUR @UA.EDU EMAIL ADDRESS, WHICH WILL BE RECEIVING THE FORWARDED EMAIL.**
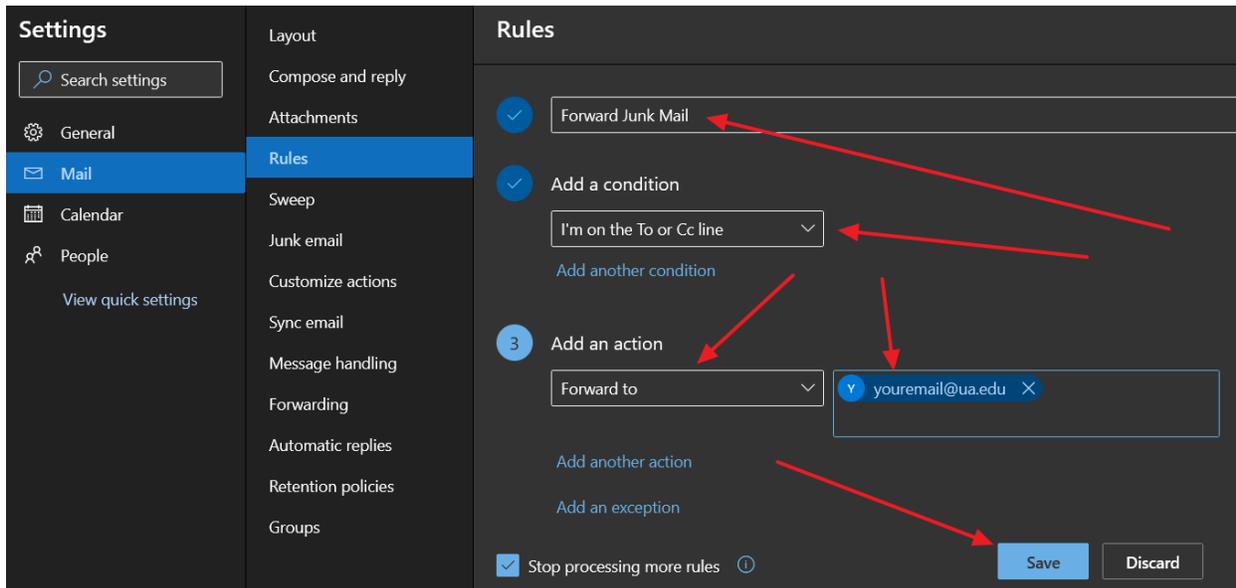
11. Click on the circular icon in the top right (the same place you clicked in step 6) and click the "Sign out" button. **THIS IS EXTREMELY IMPORTANT. DON'T JUST CLOSE THE BROWSER WINDOW.**
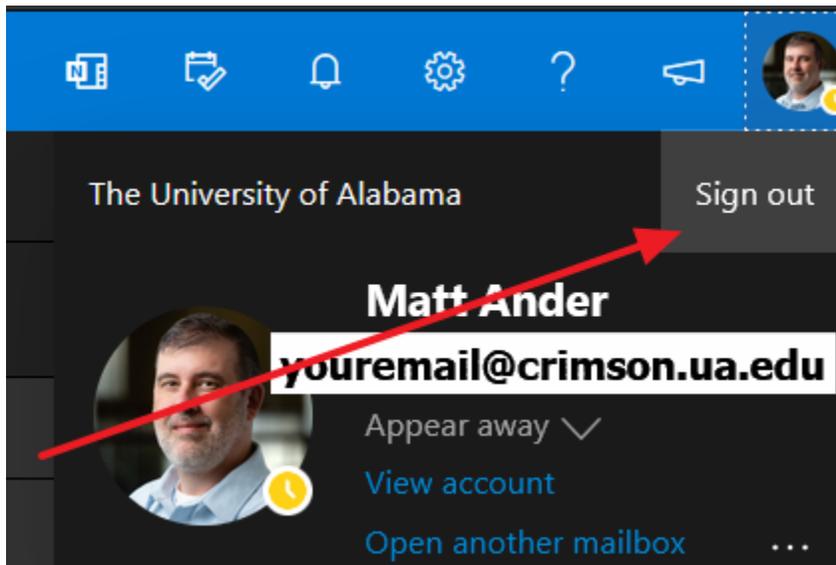
12. You're now finished setting up the forwarding of your @crimson.ua.edu account. You should now be able to send yourself a message to your @crimson.ua.edu address and receive it at your @ua.edu address. You should no longer need to log into your @crimson.ua.edu account.