Configure Email Using Office 365

Step 1: Log in to MyUW Web Portal

1. Open a web browser and navigate to http://myuw.washington.edu
2. Enter your UW NetID user name in the field labeled **UW NetID**.
3. Enter your UW NetID password in the field labeled, **Password**.
4. Click **Sign in** to continue.
Step 2: Locate My Account section

1. After logging in to MyUW, from the main page, choose My Account. You’ll find this located in the upper right corner of the screen.
Step 3: Configure Email Forwarding

1. From the Manage UW NetID Resources menu, select UW Email Forwarding.
2. Select **Forward to UW Office 365**.
3. Click **OK**.
Step 4: Confirm Email Forwarding

1. After selecting OK, verify your email is configured properly. The following confirmation message will display on your screen:

   UW Email Forwarding for #yourname#. Delivered to your UW Office 365 Inbox (changed).

2. Log out of MyUW.