Change Email Forwarding to Office 365

For new staff or current staff forwarding UW email to non-affiliated UW email systems such as yahoo or gmail. Set the Office 365 cloud as the system to access your UW email messages.

**Access MyUW Website**

1. Log into ‘My UW’, https://myuw.washington.edu with your UW NetId and password

   ❄️ If on the new MyUW view, switch back to the old view.

2. Locate the Email section, and click on the Change Email Forwarding link

**Select Forwarding Option**

1. Click circle next to Forward to UW Office 365 option
2. Click OK
3. Log out of MyUW and exit your web browser

❄️ On shared workstations, must close all browser tabs to end your session and prevent accidental access to your account information