How to Forward Your CGU Email to a Personal Email Account
Using Office 365 email

1. After logging into your CGU email via the portal (mycampus.cgu.edu), click on the gear icon, which is located in the upper right portion of the web page. (See picture below.)

2. A list of settings will appear. Scroll down the list to find the link labeled "Mail". Click on the "Mail" link.

3. On the left side of the web page, click on the link labeled "Forwarding".

4. Click on the circle located next to "Start forwarding" to forward your email. Provide your personal email address. Also decide if you want to keep a copy of your CGU email in your CGU email box. *** If you do keep a copy of your CGU email in your CGU email box, be sure to log into your CGU email once in a while to empty the email box. Otherwise, your email box will become full and will stop receiving emails.

5. Click on "Save" to save your settings.

*** If you decide to stop forwarding your CGU email in the future, just repeat the above 3 steps. For step #4, click on the circle labeled "Stop forwarding".