How to set up

Email forwarding

to check email from the University of Aarhus

E-mail and homepage
- My homepage(s)
- My e-mail address(es)
- Web-access to e-mail

My Study
- Education overview
- Enrolment confirmation

Education

Administration Tools
- Only in Danish - click on 'På dansk'

University Key
- Only in Danish - click on 'På dansk'
- Move into a new room

My information
- Change password

If you want to forward your Aarhus University email to another email address then log on to the online Self-service.

Find the topic E-mail and homepage and click the link called Web-access to e-mail to log on to your mailbox.
Click **Indstillingen** and then, from the menu at the left side of the screen, click the link **Opsætning**.

In the field **Videresendelse af e-post** write the email address (or addresses) that you want to forward your email to. Then click **Gem ændringer**.

From now on all your emails will be automatically forwarded to the address you entered.

Happy emailing!