

Forwarding U-Connect E-mail to Outlook Exchange E-mail

To forward any new mail received in your U-Connect e-mail account to your Outlook Exchange e-mail account after this process is completed:

1. Open Internet Explorer and go to the U-Connect website: <http://u-connect.uky.edu>
2. Click on the **Account Manager** button; this will open the following window:

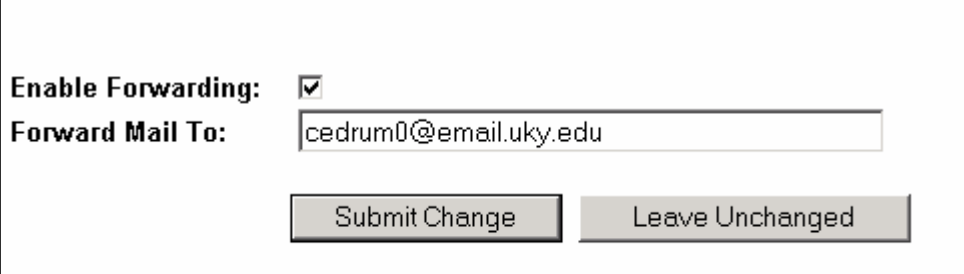
The screenshot shows the 'U-CONNECT@UK ACCOUNT MANAGER' website. At the top, there are navigation buttons for 'Home', 'Help', 'Email News', and 'Q&A Board'. On the left, a blue sidebar contains a 'Welcome to U-Connect Manager!' message and a list of links: 'Change your password', 'Activate E-mail Account', and 'Forward E-mail'. The main content area has a blue header that says 'Please enter your U-Connect User ID and Password to proceed'. Below this, there are input fields for 'User ID:' and 'Password:', and a 'Login' button.

3. Enter your e-mail id in the User ID field. **Tip:** The e-mail id for the e-mail address ukcmc24@email.uky.edu is **ukcmc24**. It is the part of your e-mail address that appears before the @ symbol.
4. Type your password for your U-Connect e-mail account in the Password field. **Tip:** The initial password for U-Connect e-mail ids is a lower case u and the last 7 digits of your social security number, i.e. u1234567. If that doesn't work, try using a lower case u, then a \$ sign and the last 6 digits of your social security number, i.e. u\$234567.
5. Press the **Enter** key or click on the **Login** button.
6. The next screen that appears will look similar to this with your e-mail account information:

The screenshot shows the 'Managing Account For: Charles E Drummond' page. It displays the current email settings for the user's U-Connect account. Below the settings table, there is a message: 'You can manage your settings by selecting one of the items below.' and a list of management options: 'Change Password', 'Change University Email Address', 'Change Email Forwarding Address', and 'Logout'.

Current Account Settings	
Full Name:	Charles E Drummond
University Email Address:	edrummond@uky.edu
Forwarding Address:	cedrum0@email.uky.edu

7. Click on **Change E-mail Forwarding Address**; you will see the **Change your Forwarding Address** screen appear; scroll down till you see the following area:



Enable Forwarding:

Forward Mail To:

8. Left click inside the box beside **Enable Forwarding**; this will place a check mark in the box;
9. Type your complete Exchange e-mail address in the **Forward Mail To** box;
10. Click on the **Submit Change** button.
11. When finished, click on the **Logout** button.

After you enable forwarding in your U-Connect e-mail account, you will automatically receive a test forwarding message from the postmaster to the e-mail account you specified. This indicates to you the U-Connect e-mail account is forwarding properly.

Once forwarding in your U-Connect e-mail account is enabled, you will not be able to login to U-Connect to check your e-mail. All new e-mail sent to that account will be forwarded to the e-mail address you indicated.

You can disable forwarding in U-Connect by repeating the same process but remove the check mark in the box beside **Enable Forwarding** and click on **Submit Change**.

If you have problems with forwarding your U-Connect e-mail account, contact the MCIS Support Center at 323-8586. Password resets may involve completing an on-line form and/or contacting the Campus Customer Service Center.