**UNI email**

All students are provided an official UNI email address used for many official UNI communications, including university bill notifications. You can find your UNI email address in the UNI Directory.

www.uni.edu/directory

**Accessing UNI email**

1. Visit [www.uni.edu](http://www.uni.edu) and select the Email link in the banner.
2. Enter your CatID username and passphrase.
3. Click the LOGIN button.
4. First-time users need to read the Terms of Service and click the Continue button.
5. Read the “Welcome to your new account” document, type in the character you see in the picture and click the button, I accept. Continue to my account.

**Forwarding your UNI email**

1. Visit [www.uni.edu/email](http://www.uni.edu/email) and login with your CatID username and passphrase.
2. Click the gear icon at the top right and choose Settings.
3. Click the Forwarding and POP/IMAP tab.
4. Click Add a forwarding address to enter the address to which you would like messages to be forwarded.
5. Enter the email address that you would like your messages forwarded to and click the Next button.
6. Click the **Proceed** button to confirm your email address.

![Proceed button]

7. Click the **OK** button.

![OK button]

8. In a separate tab or browser, login to the email account that you specified in step 5.

9. Find the email titled **Univeristy of Northern Iowa Forwarding Confirmation** and copy the confirmation code provided.

![Email content]

10. Return to your UNI email, go to the **Forwarding and POP/IMAP** tab again, paste the confirmation code where prompted and click the **Verify** button.

![Forwarding and POP/IMAP tab]

11. Select the **Forward a copy...** radio button, select the appropriate email and settings, scroll to the bottom of the page and click the **Save Changes** button.