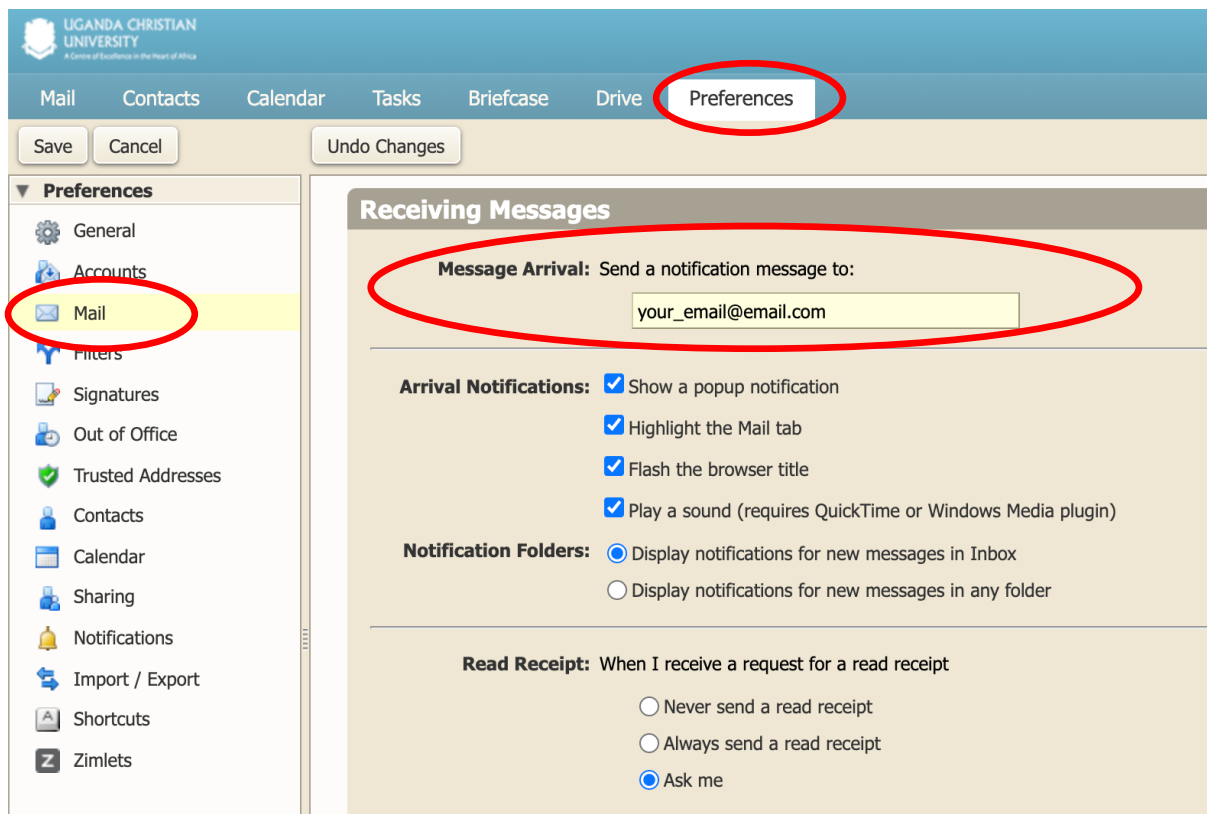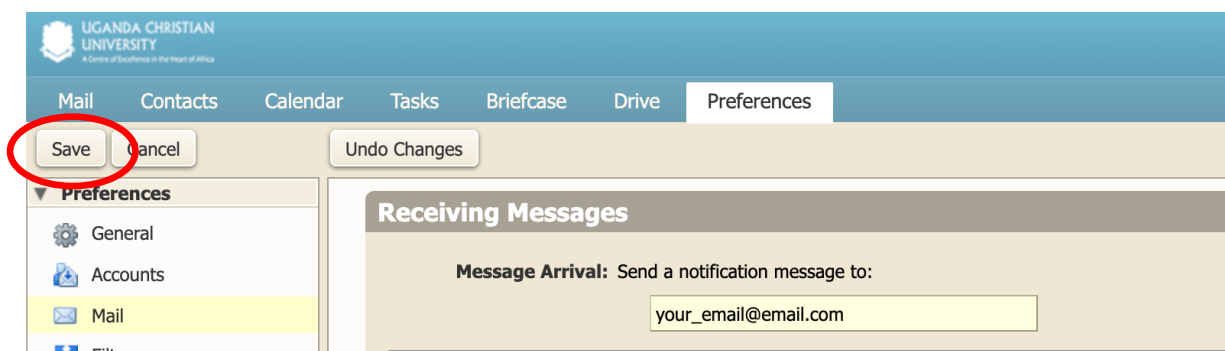# How to forward UCU email to your personal email

Your UCU email is the key that you need in order to access all your online resources: Alpha, Moodle (for eLearning), and the off-campus library access. If you don't want to have to check two email accounts, you can forward your UCU email to your personal email.

1. You must activate your UCU email by visiting https://students.ucu.ac.ug.
2. On the far right of the menu bar, click **Preferences**, then in the left menu, click **Mail**.
3. Scroll down to the Receiving Messages section, and in the **Message Arrival** field, enter the email address where you want to have the emails forwarded.

4. In the top left of the screen, click the **Save** button to save your selection.

Now your UCU emails will be sent to your personal email account, and you won't miss critical emails from UCU and UCU systems.

Questions? Visit elearning.ucu.ac.ug or email elearning@ucu.ac.ug