How do I forward my CUNIX mail?

CUNIX email is synonymous with CUBmail. It is an email address based on your Columbia University UNI. This is generally your initials and a number. For example, if your name was John Jacob Astor then your UNI might be jja23.

As a Teachers College faculty or staff member, you might want to forward your CUNIX mail to your TC Exchange Account. The instructions below will help you accomplish this task.

1. Open your web browser and type http://uni.columbia.edu in the address bar and press enter.
2. Click on the “Login to Manage Your UNI Account as shown in the window below.
3. Enter your UNI and Password in the screen below. Then click the “Log on” button.
4. Click on the “Email Forwarding link”
5. The next page will ask you for your username and password. This refers to your UNI account and password. Enter the information into the appropriate fields then click the “Log On” button.
6. Click on the “Forward” Button
7. In the “Address(es) to forward” box. Click the mouse pointer and type in your exchange account as shown below. (e.g.: If your name is Smith then you should enter smith@tc.columbia.edu.)

Then click on the “Save” button.

If you are finished then click the “Log out” button.