Forward settings

Read carefully: Charles University GDPR - Guideline 3 – Use of private e-mail addresses

"... automatic forwarding from an e-mail account under the cuni.cz domain to another e-mail account of the employee is possible only if the organization managing the target e-mail account is one of the organizations specified ..."

"... the use of e-mail accounts outside the cuni.cz domain (or outside the domain of cooperating university hospitals, the Academy of Sciences, etc.) is problematic from the standpoint of cybersecurity."

How to set redirecting of messages to external mailbox.

- Open webmail https://mail.cerge-ei.cz, use your ordinary login and password.
- Find Preferences/Receiving Messages, see picture
- Set your proper remote address, double check its correctness
- Save the settings, button in upper left corner

Hints

- Do not forget to check "Do not keep a local copy" if you do not plan to regularly clean the cerge-ei mailbox
- Do not create the loop. Do not set two redirects in opposite directions.

Ma	il (Con	tacts	5	Cale	endar	Tasks	s Prefer	ences	
Save	Can	cel				Undo Cl	nanges			
Preferences						Displaying Messages				
0	Accounts					Check New Mail: Display Mail:			5 minutes 👻	
-) Mail								As HTML (when possible)	
Y	Filters								As Text	
	Signatu	res				_				
b	Out of Office					Message Preview:			: 🗹 Display snippets of messages in email list	
	Trusted	Add	resses						Double-click opens message in new window	
8	Contacts							Images	: Display external images automatically in HTML Email	
	Calendar							Reading Pane	Mark messages in reading page as read immediately	
	Sharing							reading rate.	Mark mercages in reading pane as read after ceconds	
4	Notifications								Do not mark mercaner in the reading name at read	
1	👃 Import / Export							C 1 4	C Do not mark messages in the reading pane as read	
	Shortcu	ts					Mess	sage Selection	Select message below the deleted or moved message	
Z	Zimlets							Select message above the deleted of moved message Select next message based on previous selections (moving up or down)		
					100			Message Color:	E Set color of messages and conversations according to tag color.	
						_	Defau	ilt Mail Search	: in:inbox	
						Ree	eiving	j Messages	i	
							M	essage Arrival	: Play a sound (requires QuickTime or Windows Media plugin)	
								Highlight the Mail tab		
									The the beauser title	
									in rear the browser the	
	Febr	ruary	2017	1	*				Show a popup notification	
29 3	0 31	1	2	3	4			1	Forward a copy to:	
5	5 7	8	9	10	11			1	support@cerge-ei.cz	
12 1	3 14	15	16	17	18				Don't keep a local copy of messages	
19 2	0 21	22	23	24	25			100		

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