

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.

zimbra

Mail Contacts Calendar Tasks **Preferences**

Save Cancel Undo Changes

▼ Preferences

- General
- Accounts
- Mail**
- Filters
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications
- Import / Export
- Shortcuts
- Zimlets

Displaying Messages

Check New Mail: 5 minutes ▼

Display Mail: ☒ As HTML (when possible)
☐ As Text

Message Preview: ☒ Display snippets of messages in email list
☐ Double-click opens message in new window

Images: ☐ Display external images automatically in HTML Email

Reading Pane: ☒ Mark messages in reading pane as read immediately
☐ Mark messages in reading pane as read after seconds
☐ Do not mark messages in the reading pane as read

Message Selection: ☒ Select message below the deleted or moved message
☐ Select message above the deleted or moved message
☐ Select next message based on previous selections (moving up or down)

Message Color: ☐ Set color of messages and conversations according to tag color.

Default Mail Search: in:inbox

Receiving Messages

Message Arrival: ☐ Play a sound (requires QuickTime or Windows Media plugin)
☐ Highlight the Mail tab
☐ Flash the browser title
☐ Show a popup notification

Forward a copy to:

☐ Don't keep a local copy of messages

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29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

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