

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.

The screenshot shows the Zimbra web interface with the 'Preferences' tab selected. The left sidebar lists various preference categories, with 'Mail' highlighted. The main content area is titled 'Displaying Messages' and contains several settings:

- 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.

Below these settings is a 'Default Mail Search' field containing 'in:inbox'. The next section is 'Receiving Messages' with the following options:

- 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:** (This field is circled in red in the original image)
- Don't keep a local copy of messages

At the bottom left of the screenshot is a calendar for February 2017.

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Permanent link: https://wiki.cerge-ei.cz/doku.php?id=public:emai:forward_settings&rev=1617712353

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