

# 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.”*

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## Forwarding modes options and their impact

Please note that individual's email forwarding outside the CERGE-EI is not officially supported. Computer office is not responsible for any inconvenience or loss of the forwarded emails outside the institutional perimeter.

Any email forwarding set by the individual user is the sole responsibility of the respective user and it is important to understand that there is no practical way to investigate issues with delivery at the recipient side (at targeted mailserver server). It is up to the respective user to resolve the identified issue in cooperation with the target server's provider support.

Provided the above is understood, the user can set up redirection in two basic ways (options):

### Option A: Forward over filters (the recommended way)

Currently better working solution of redirecting messages by setting extra filter in mailbox (via webmail). An envelope sender (from the mailserver point of view) is set to your address this way. ([see below how to set it](#))

### Option B: General forward (old way - not recommended because of SPF restrictions)

Build-in redirecting message function meet your needs in case you are forwarding to the server which trusts our mailservers. It may clash with security settings of the originating (sender) mail server and receiving (recipient) server. E.g. if strict [SPF rule](#) is set as the only precaution. ([see below how to set it](#))

Please be aware that this type of redirect to Google mailbox is not recommended due to non-deterministic behavior on Gmail end: In case sender domain has strict SPF rule set (to reject all servers but explicitly listed) Google randomly chooses between message delivering and not delivering! Note that this issue might be applicable to other cloud mail services at random.



**Do not combine Standard forward with Filters unless**



you are pretty sure what you are doing. The standard forward precedes the filter processing. Even if you set "Remove a local copy of messages", Filters will not perform.

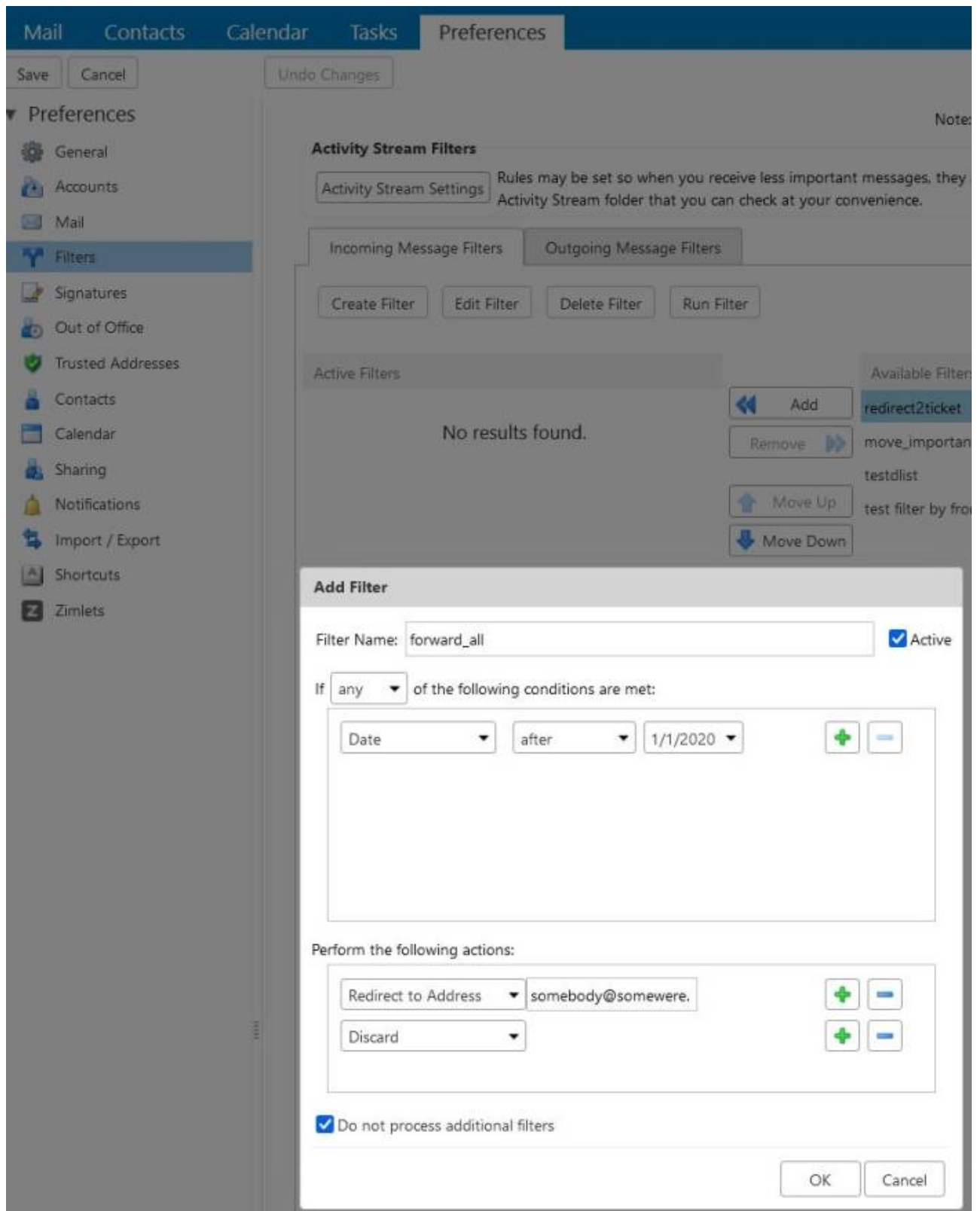
## How to set redirecting and related features

### Option A: Forward over Filters (detail)

- Open webmail <https://mail.cerge-ei.cz>, use your ordinary login and password.
- Find Preferences/Filters (see picture below)
- Create Filter: '**forward\_all**'
- Set condition: **always TRUE** (e.g. Date after 1/1/2020)
- Set **action: Redirect to Address:** *your\_external\_mailbox@somewhere*
- Keep on **[x] Do not process additional filters**
- Deal with **mailserver mailbox retention** (if Zimbra mailbox is full no forward is processed):
  1. if you **do not need to keep messages** in your cerge-ei mailbox - add **action: Discard**
  2. otherwise use the feature **"Keeping messages temporary"** at Zimbra mailbox settings
  3. or remember to **clean Zimbra mailbox regularly**.

### Hints & Advices

- Do not forget to **unchecked** "Do not keep a local copy"
  - if you do not plan to regularly clean the cerge-ei mailbox, see the section "Keeping messages temporary".
  - Do not forget to stop [standard redirecting](#)
- Do not create the loop. Do not set two redirects in opposite directions.



## Keeping messages temporary

- How to set the temporary keeping messages in INBOX see here [Zimbra retention/disposal setup](#)
- Do not forget to move any older necessary messages from INBOX to the another folder in advance.

## Option B: - Standard redirecting of messages to external mailbox (detail)

- 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.

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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:

support@cerge-ei.cz

Don't keep a local copy of messages

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