

# 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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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.



Mail | Contacts | Calendar | Tasks | **Preferences**

Save | Cancel | Undo Changes

▼ Preferences

General

Accounts

**Mail**

Filters

Signatures

Out of Office

Trusted Addresses

Contacts

Calendar

Sharing

Notifications

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Shortcuts

Zimlets

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29	30	31	1	2	3	4
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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:

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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