Office365 How to forward mails

Important : This forward setting can only be done on a PC, **not on your mobile phone**.

1. Go to Shimane University General Information Processing Center Website.

 \rightarrow <u>https://www.g-ipc.shimane-u.ac.jp/</u>

Click [Microsoft 365], and Enter your User ID and password of Shimane University Integrated Authentication System.



2. On the top page of Office365, click [Outlook].

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3. Outlook will come up on your screen, click [Settings] (gear icon) on the right pane, and then click [View all Outlook settings].

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4. Click $\lceil Mail \rfloor$ on the left pane.

Check [Enable forwarding], enter the email address to which arrival emails are forwarded, and click [Save]. It is recommended that the [Keep a copy of forwarded messages] is left checked.

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- 5. Send a test mail to your email address to see if you'll receive the email at the address you have just set.
- 6. Note, this forward setting is only for forwarding emails to a single email address.

If you want to forward to more than one address, please refer to the following URL.

 \bigcirc How to forward to multiple (up to 10) addresses.

https://www.g-ipc.shimane-u.ac.jp/_files/00108928/office365-transfer2.pdf