Office365 How to forward mails

Important : This forward setting can only be done on a PC, <u>not on your mobile phone .</u>
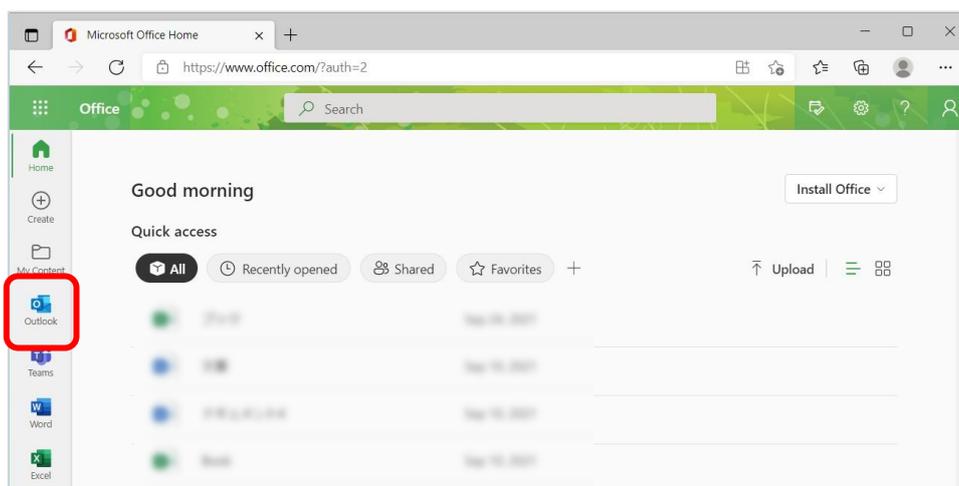
1. Go to Shimane University General Information Processing Center Website.

    → https://www.g-ipc.shimane-u.ac.jp/

    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」.

3. Outlook will come up on your screen, click 「Settings」 (gear icon) on the right pane, and then click 「View all Outlook settings」.
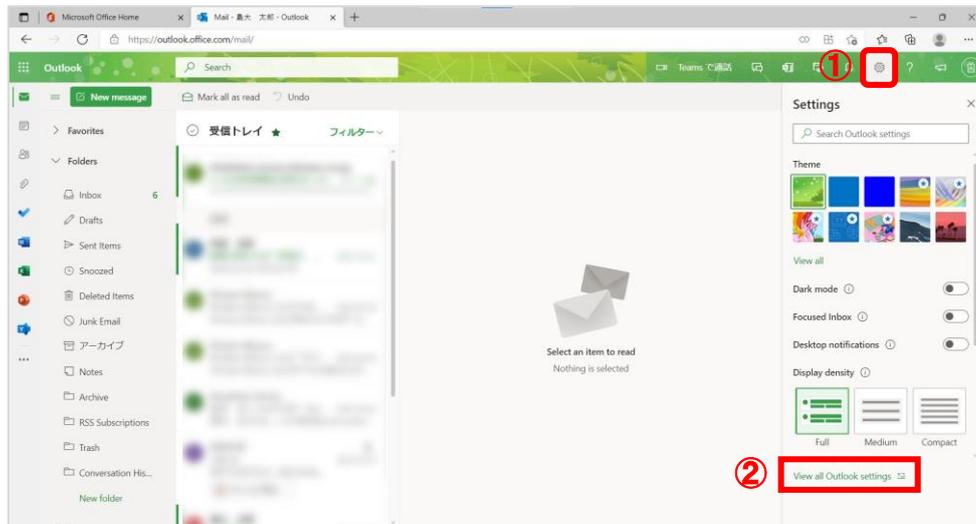
4. Click 「Mail」 on the left pane.

　　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.
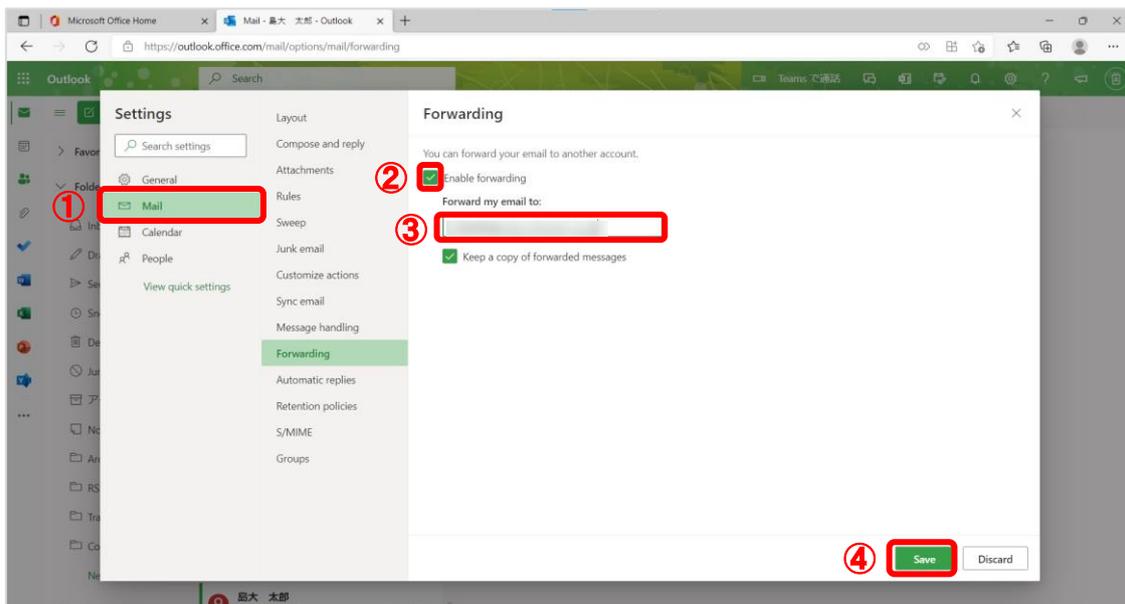
5. Send a test mail to your email address to see if you'll receive the email at the address you have just set.

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.

　　〇How to forward to multiple (up to 10) addresses.

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