# How to set up Email Forwarding and Out Of Office

This guide details how to set up Out of Office automatic replies and Forwarding rules for your University of Exeter email.

There are separate sections for setting these in Office365 email or in the Outlook client if you use that.

If you need any further assistance please contact the SID desk

O365 - Out Of Office

1. In your O365 email, click on the cogwheel to open the **Settings** menu then click on "**Automatic replies**"
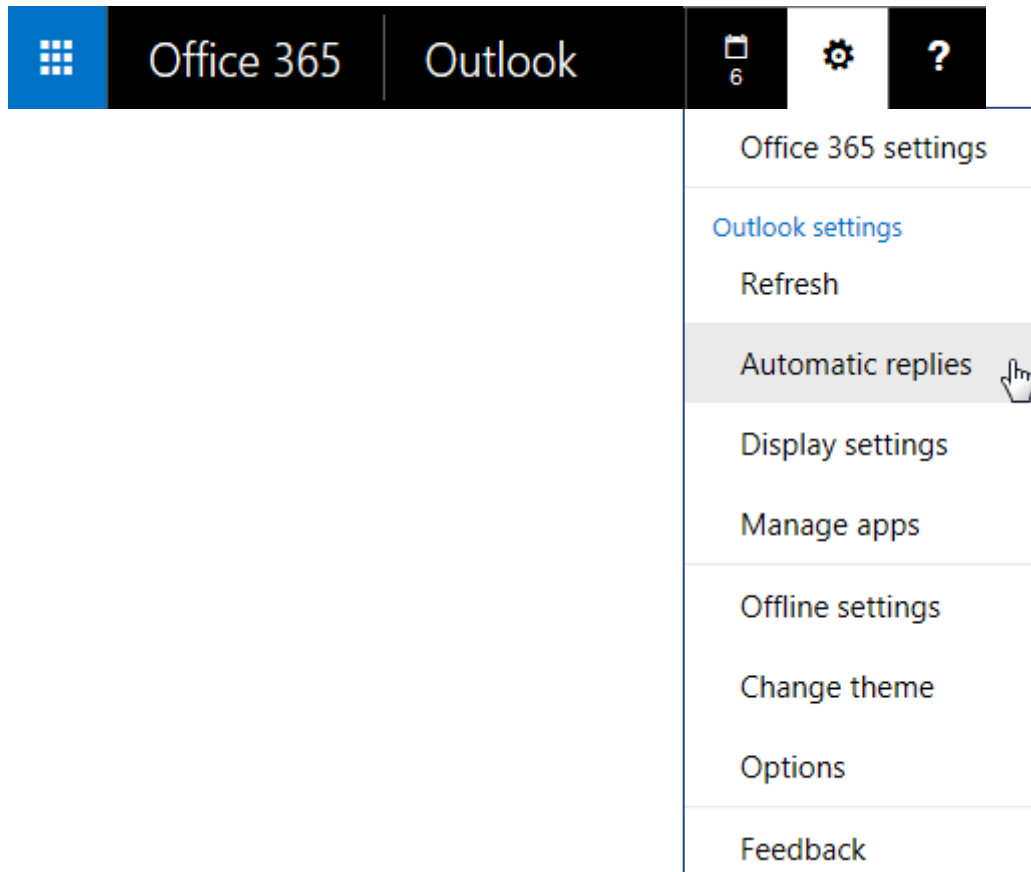
2. This will open the "**Automatic replies**" page in the **Options** menu where you can enter the start and end dates and times for when you want automatic replies to be sent to University colleagues who email you while you are away.

3. You can choose whether you want people outside the University to get an automatic reply too, and you can send the same or a different reply to them at the bottom of the page. You can limit these external replies to your existing email Contacts only or all external senders.

4. Click on the [💾 SAVE] button at the top of the page to save and activate the Out Of Office rule.

5. It's a good idea to send yourself (or ask a colleague to send) a test email to check that your Out Of Office rule is working ok.

O365 – Email Forwarding

1. In your O365 email, click on the cogwheel to open the **Settings** menu then click on "**Options**"
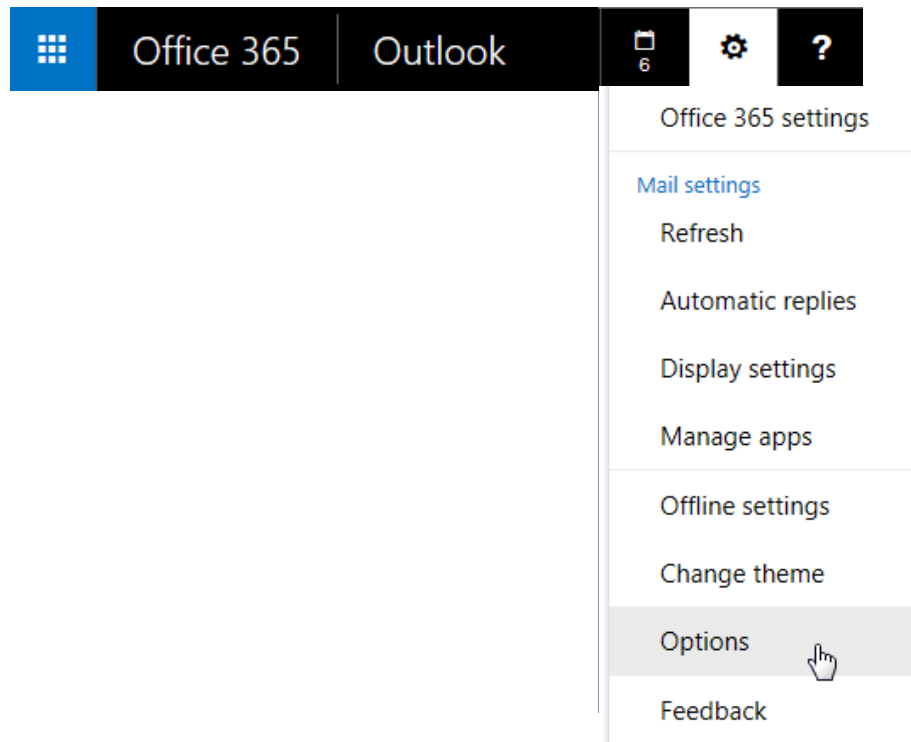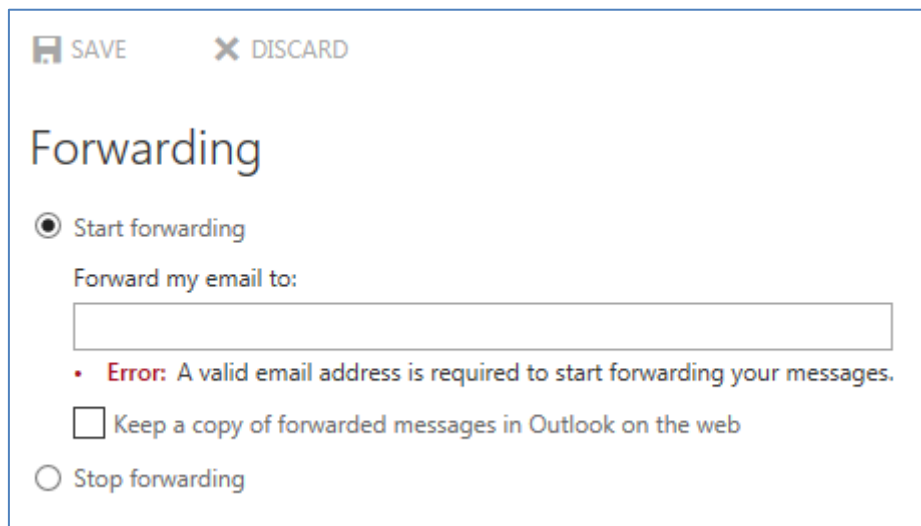

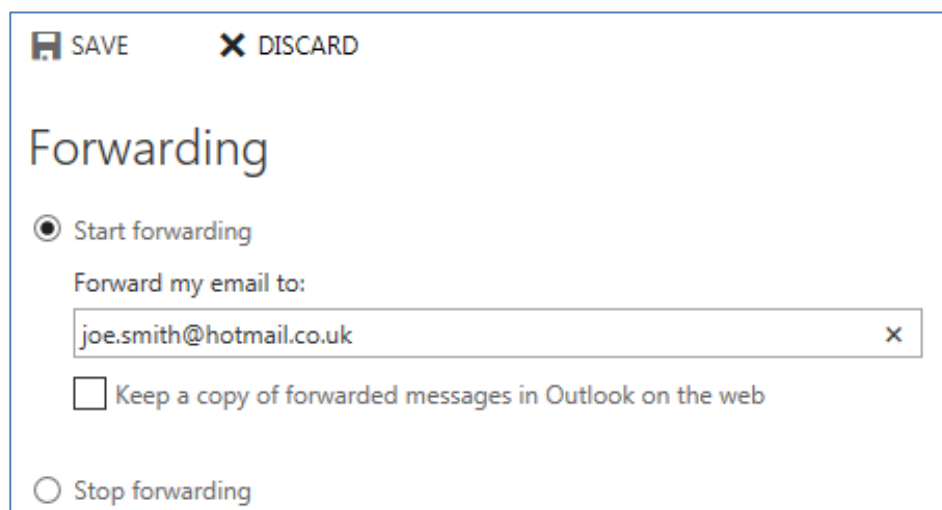2. Under the "**Accounts**" menu at the left of the page, click on "**Forwarding**"'
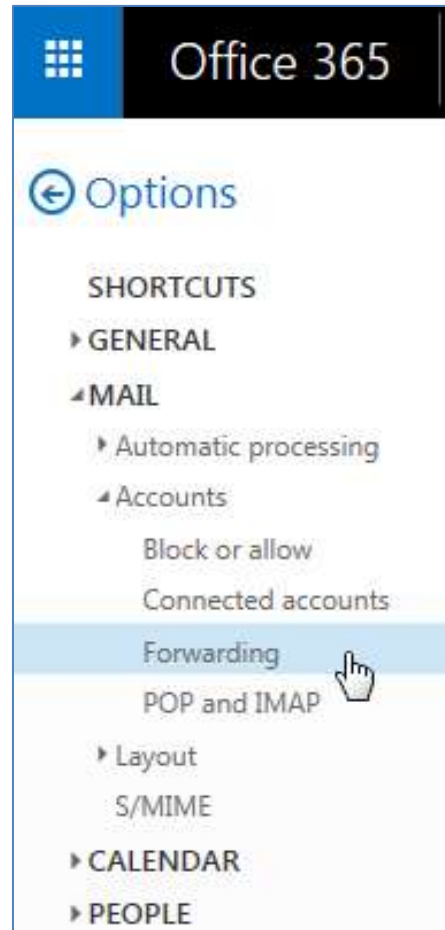
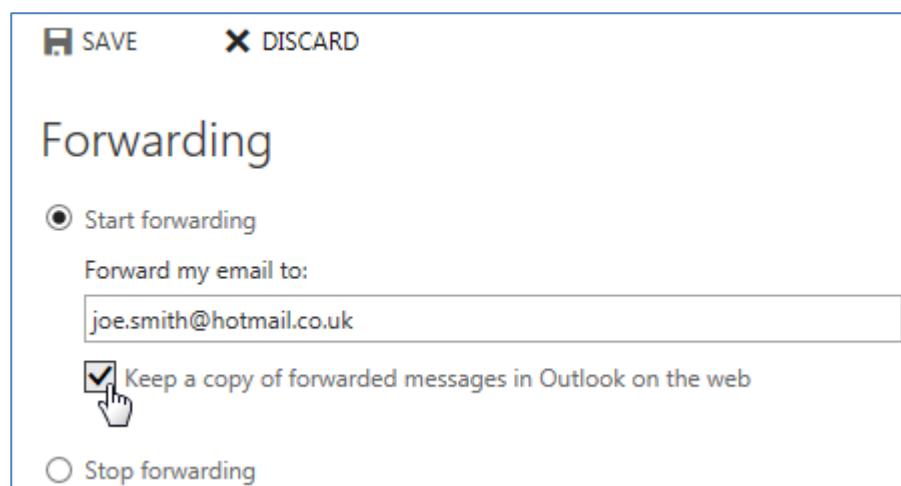3. On the **Forwarding** page, click the radio button to Start Forwarding.

SAVE   ✕ DISCARD

Forwarding

◉ Start forwarding

Forward my email to:

[   ]

• **Error:** A valid email address is required to start forwarding your messages.

☐ Keep a copy of forwarded messages in Outlook on the web

○ Stop forwarding

4. Enter the email address to which you want to forward your university emails

SAVE   ✕ DISCARD

Forwarding

◉ Start forwarding

Forward my email to:

[joe.smith@hotmail.co.uk   ✕]

☐ Keep a copy of forwarded messages in Outlook on the web

○ Stop forwarding

5. If you want to keep all forwarded emails in your uni email account as well, tick the checkbox as shown:

SAVE   ✕ DISCARD

Forwarding

◉ Start forwarding

Forward my email to:

[joe.smith@hotmail.co.uk   ]

☑ Keep a copy of forwarded messages in Outlook on the web

○ Stop forwarding

6. Click "**Save**" at the top of the page to activate your email forwarding.

Outlook – Out Of Office

1. In your Outlook email client, navigate to the '**File**' tab, then under the '**Info'** page, click on the '**Automatic Replies'** button
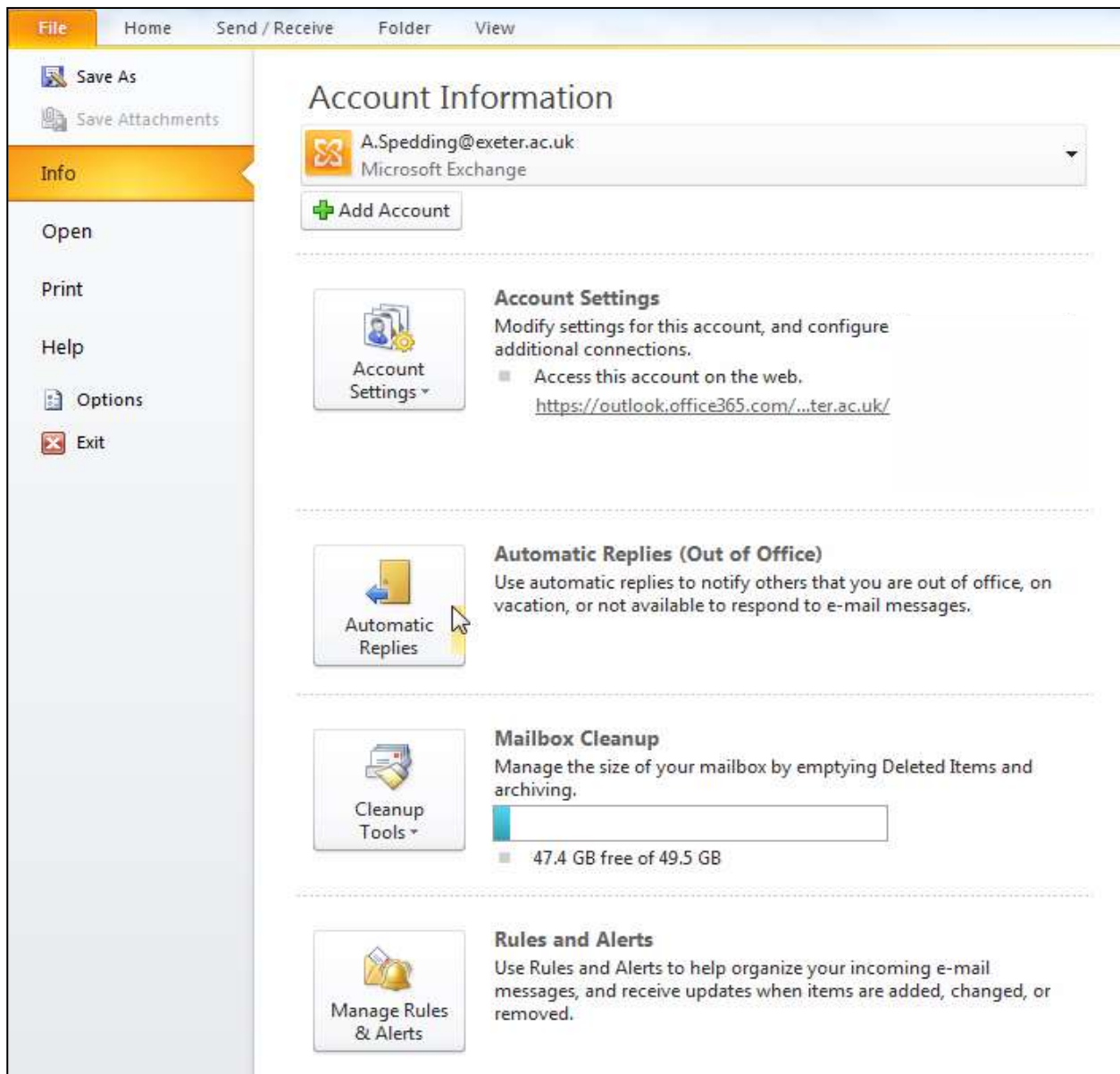
2. This will show a dialogue box where you can enter the start and end dates and times for when you want automatic replies to be sent to University colleagues who email you while you are away.

3. You can choose whether you want people outside the University to get an automatic reply too, and you can send the same or a different reply to them on the second tab "**Outside My Organization**". You can limit these external replies to your existing email "**My Contacts only**" or "**Anyone**"

4. Click on **OK** to save and activate the Out Of Office rule.

5. It's a good idea to send yourself (or ask a colleague to send) a test email to check that your Out Of Office rule is working ok.

Outlook – Email Forwarding

1. In your Outlook email client, navigate to the 'File' tab, then under the 'Info' page, click on 'Rules and Alerts'
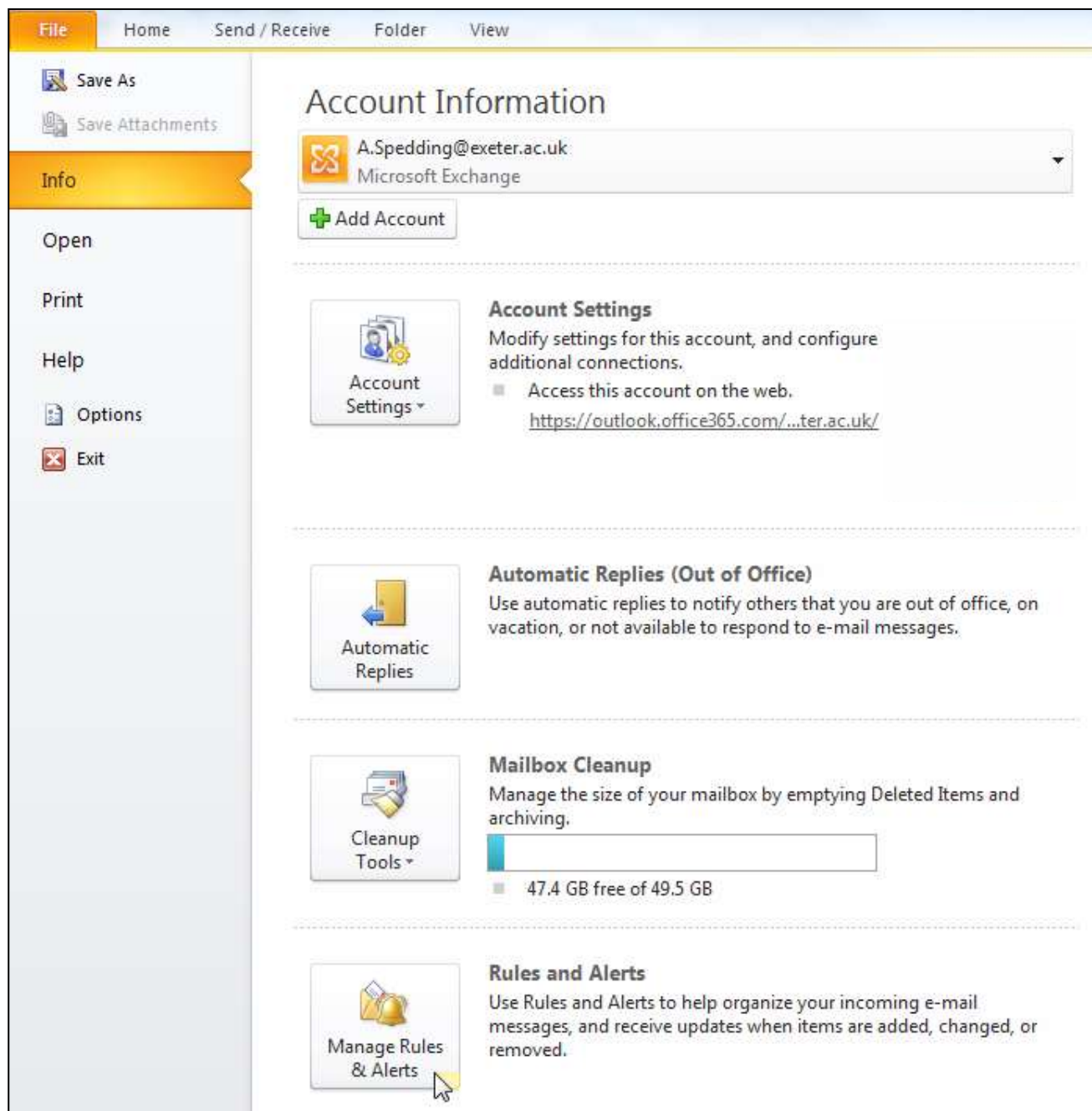
2. This will open the "**Rules and Alerts**" dialogue box
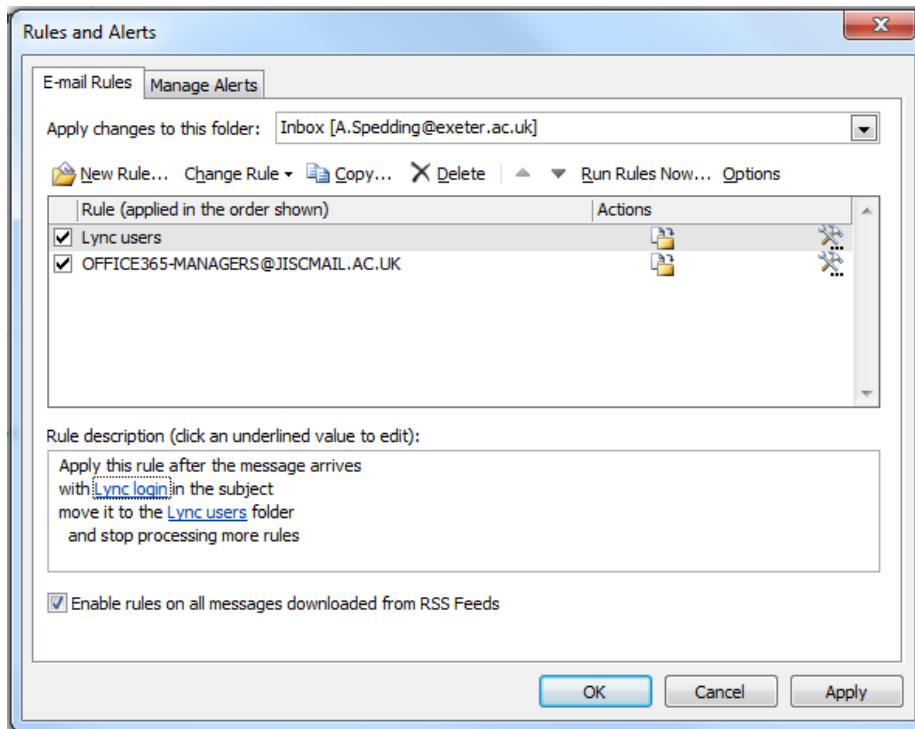
Click on the "**New Rule**" button

3. This will then show The **Rules Wizard** dialogue box
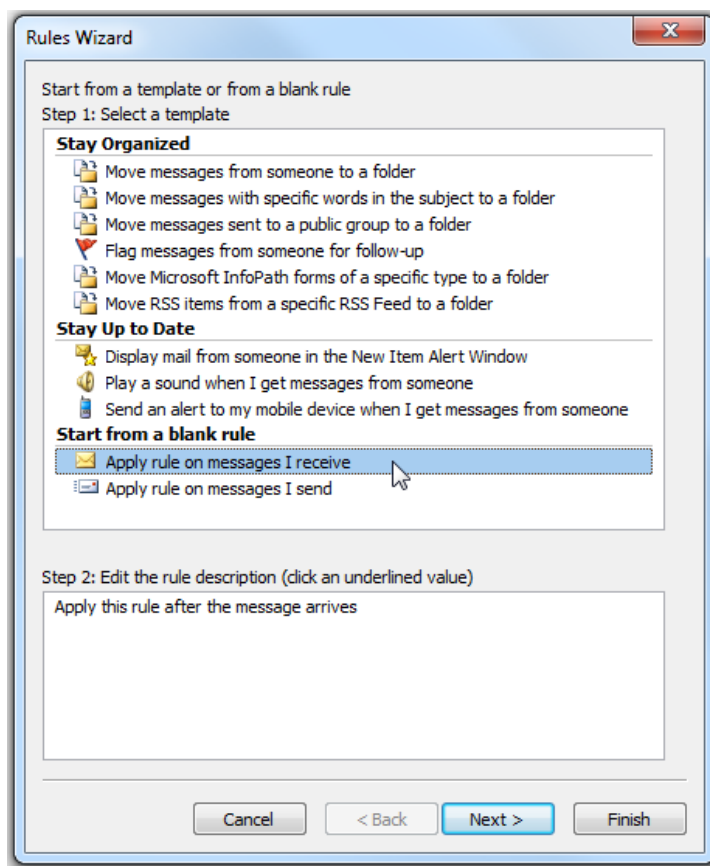
4. In the "**Start from a blank rule**" section, highlight "**Apply rule on messages I receive**" then click "**Next".**

5. Tick the "**where my name is in the To or Cc box**" option, then click "**Next"**.
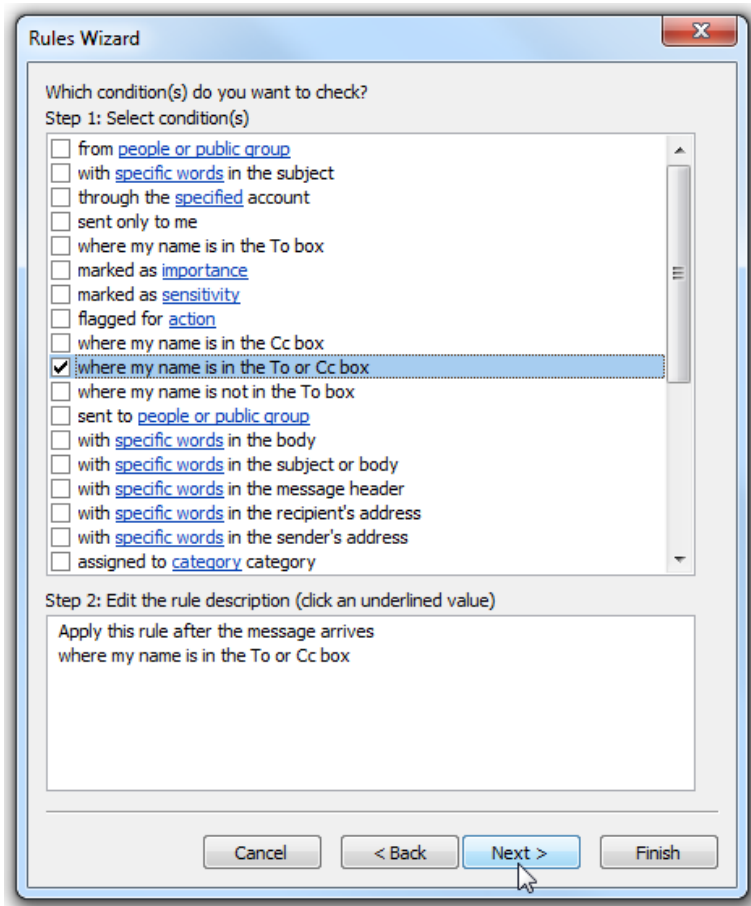
6. Tick the "**forward it to people**" option then click "**Next**".
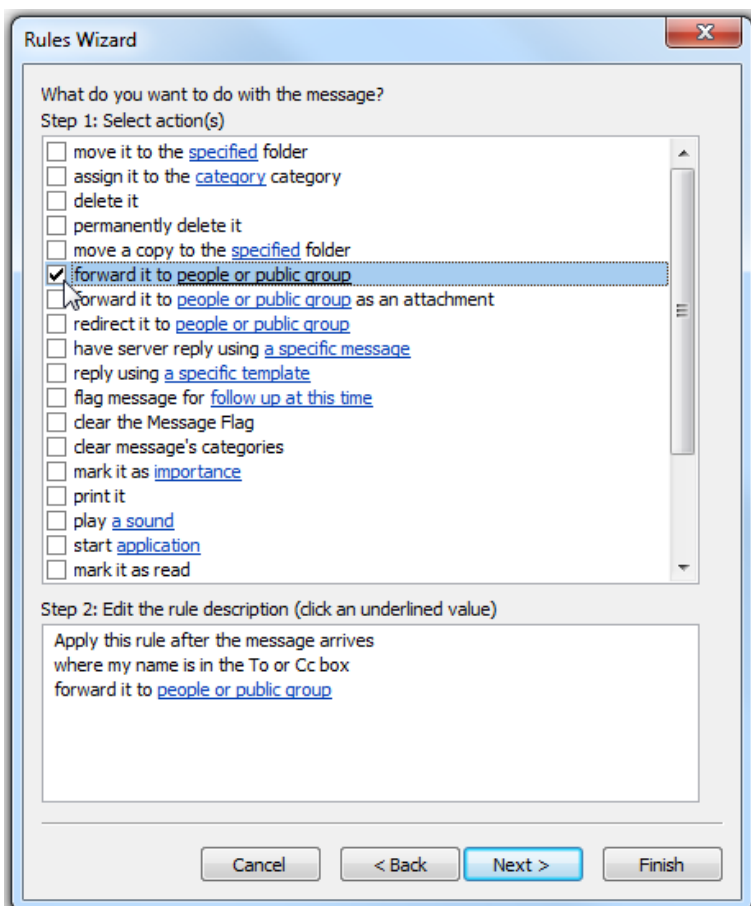
Tick the "**forward it to people**" option then click on the underlined "people or public group" in the "Step 2: Edit the rule description" box.

If you don't do this you'll get the error message

7. This will display the "**Rule Address**" dialogue box
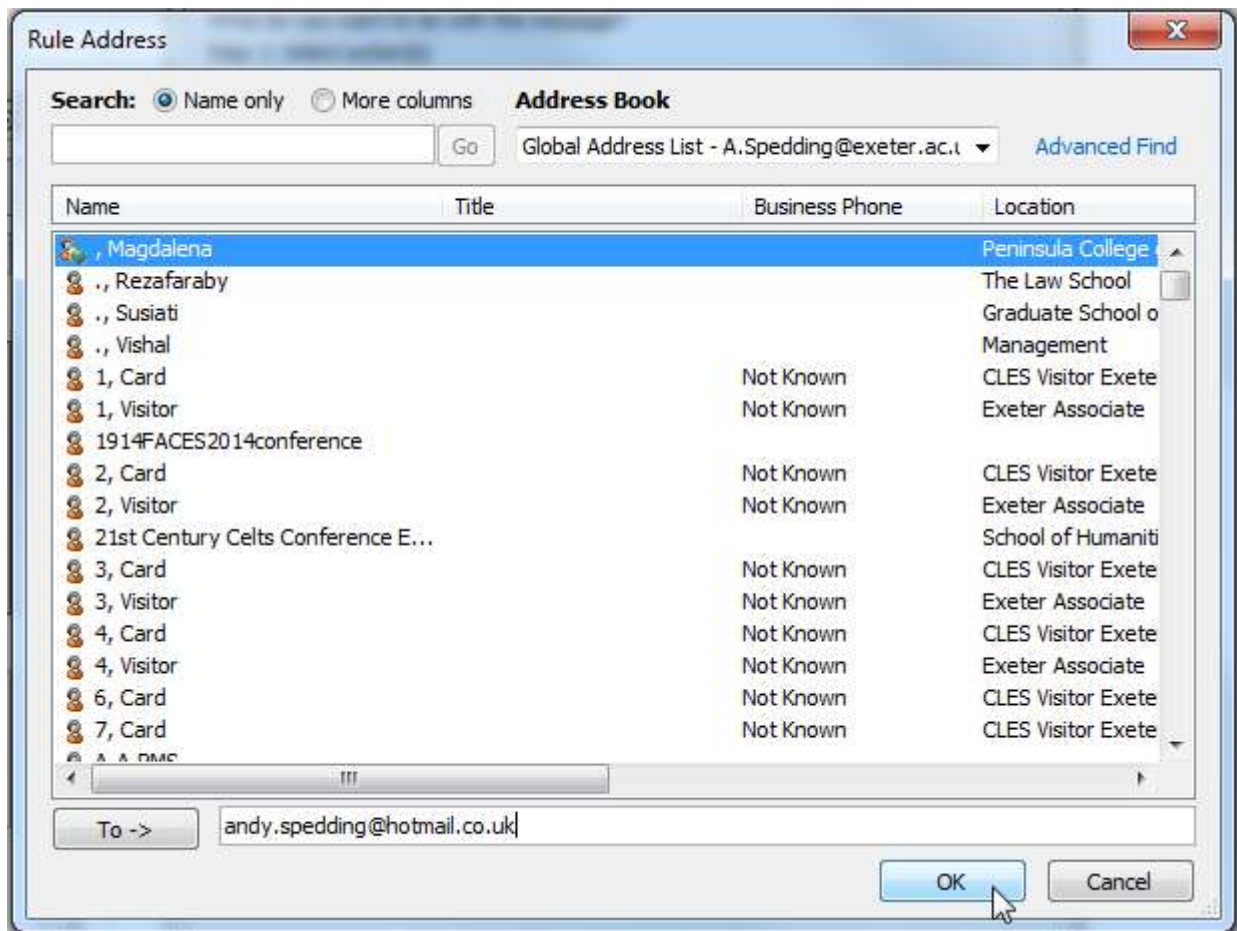
In the "**To ->**" box, enter the email address you want your University emails to be forwarded to.

Alternatively, you can choose an address from the Global Address List or your Contacts by opening the "**Address Book**" dropdown at top right.

Click "**OK**" to save the forwarding email address in the "Step 2: rule description" box, then click "**Next**".

8. You then have the option to tick any of the Exception conditions if required. Click "**Next**" to continue.

Rules Wizard

Are there any exceptions?
Step 1: Select exception(s) (if necessary)

- [ ] except if from people or public group
- [ ] except if the subject contains specific words
- [ ] except through the specified account
- [ ] except if sent only to me
- [ ] except where my name is in the To box
- [ ] except if it is marked as importance
- [ ] except if it is marked as sensitivity
- [ ] except if it is flagged for action
- [ ] except where my name is in the Cc box
- [ ] except if my name is in the To or Cc box
- [ ] except where my name is not in the To box
- [ ] except if sent to people or public group
- [ ] except if the body contains specific words
- [ ] except if the subject or body contains specific words
- [ ] except if the message header contains specific words
- [ ] except with specific words in the recipient's address
- [ ] except with specific words in the sender's address
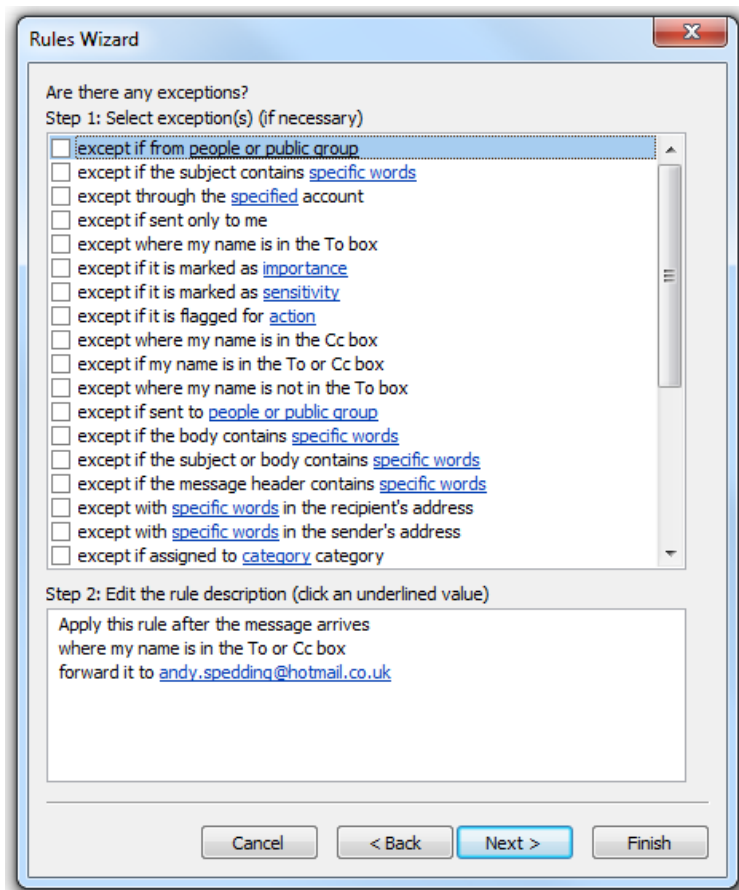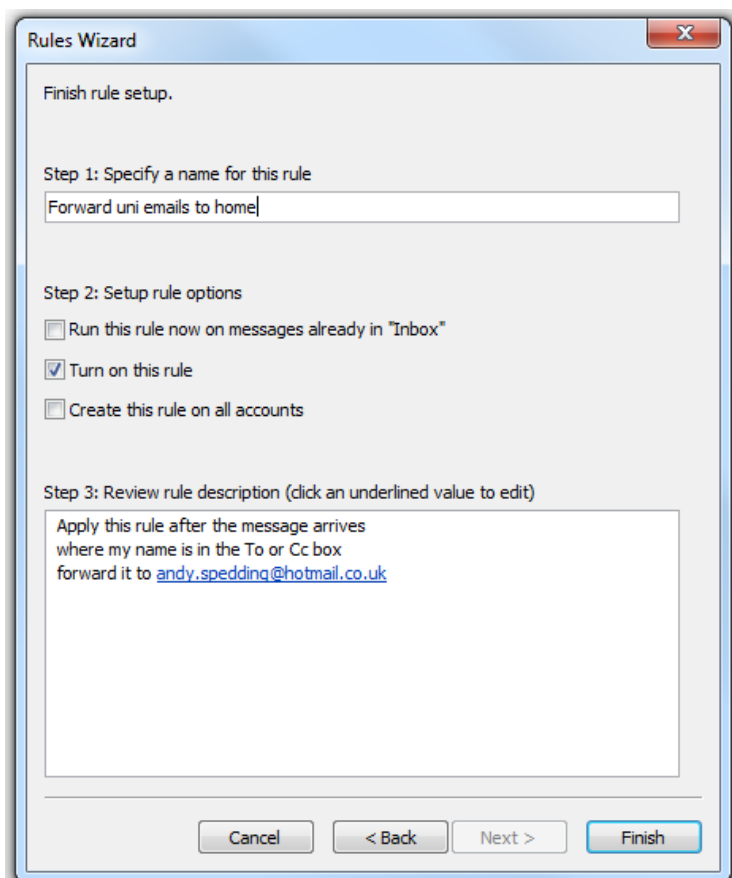- [ ] except if assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
where my name is in the To or Cc box
forward it to andy.spedding@hotmail.co.uk

[Cancel] [< Back] [Next >] [Finish]

9. The last step is to give this rule a meaningful name, and select when you want the rule to run.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Forward uni emails to home

Step 2: Setup rule options
- [ ] Run this rule now on messages already in "Inbox"
- [x] Turn on this rule
- [ ] Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
where my name is in the To or Cc box
forward it to andy.spedding@hotmail.co.uk

[Cancel] [< Back] [Next >] [Finish]

Click "**Finish**" to save and activate your email forwarding.