How to set up Email Forwarding and Out Of Office

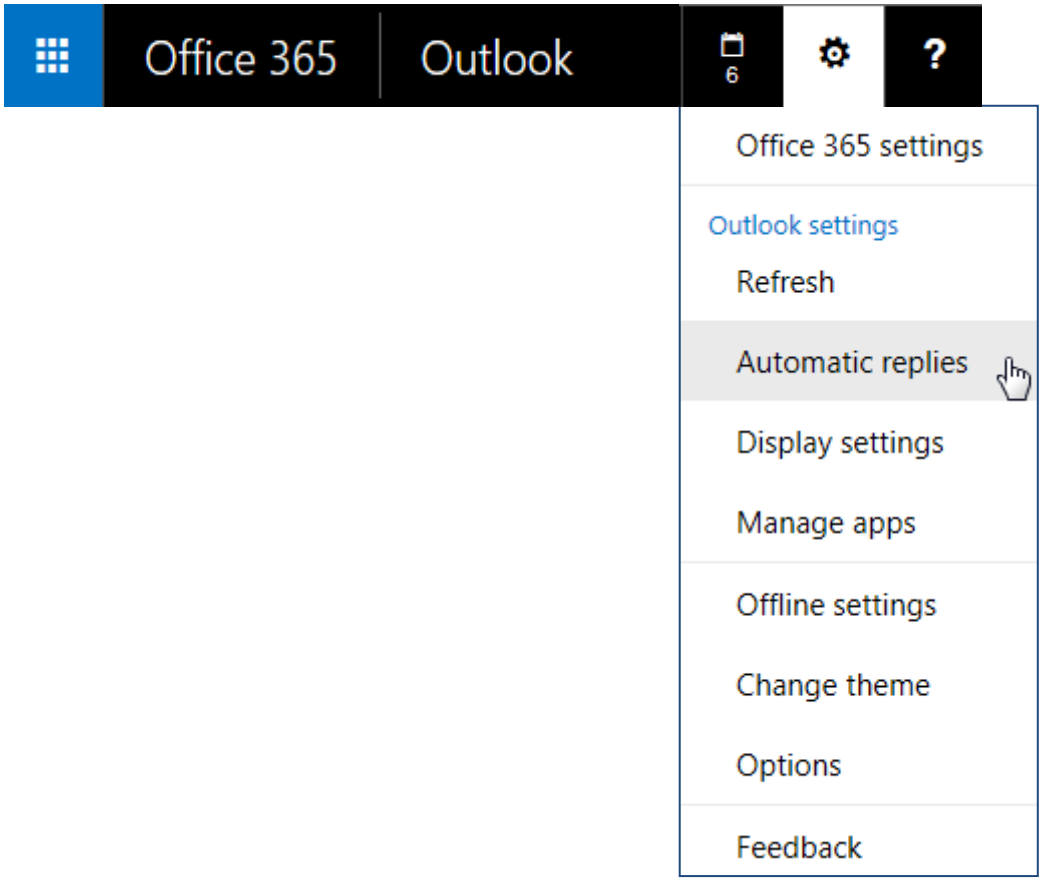
This guide details how to set up Out of Office automatic replies and Forwarding rules for your University of Exeter email.

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

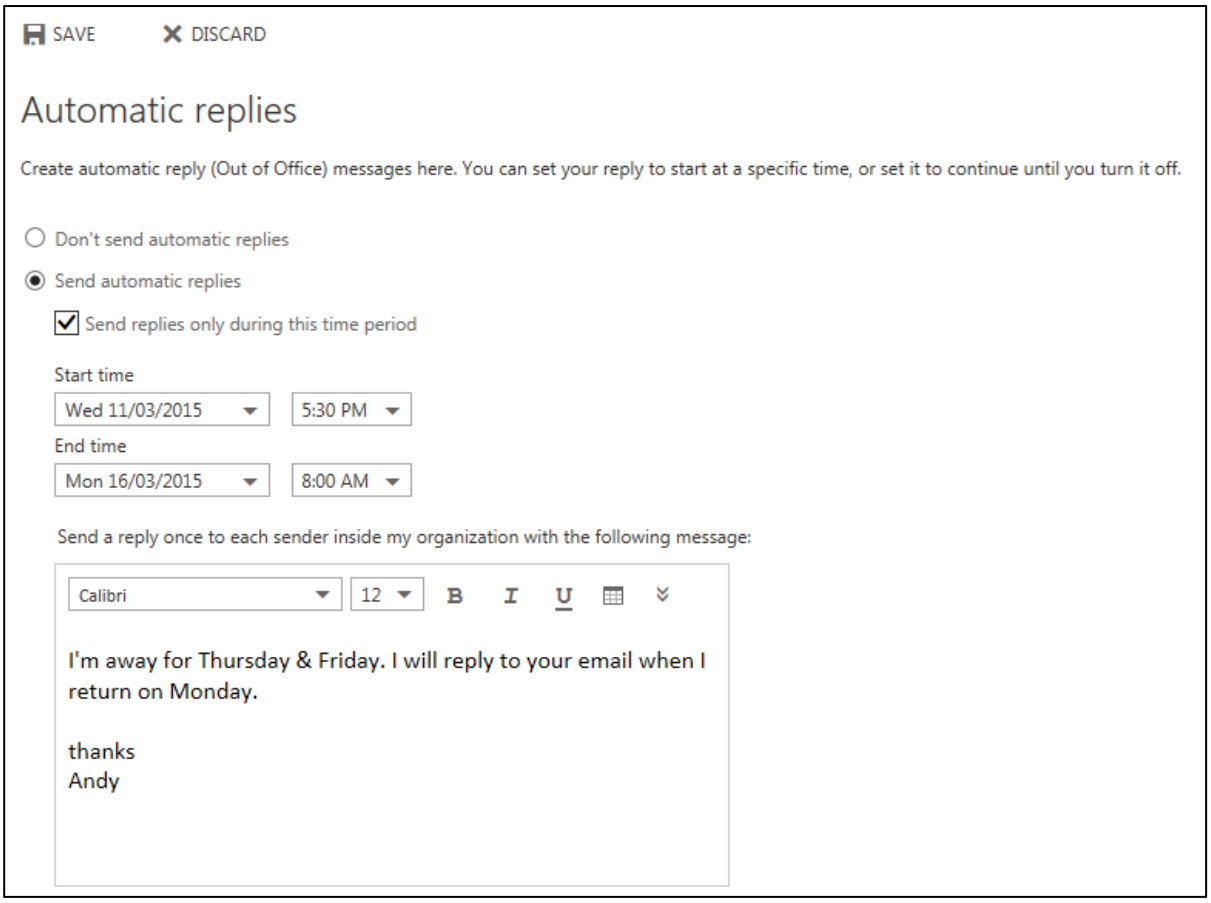
If you need any further assistance please contact the SID desk

O365 - Out Of Office

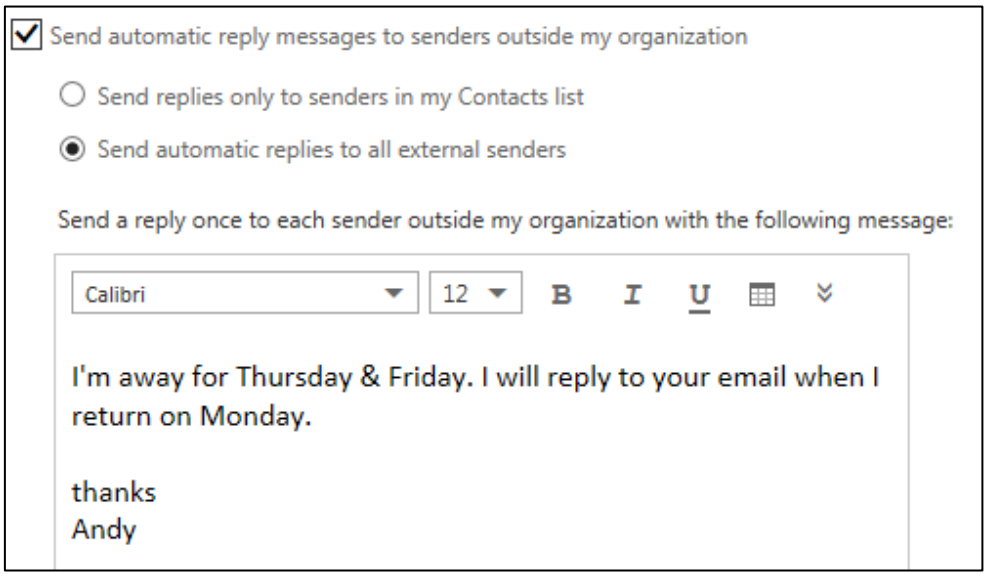
1. In your O365 email, click on the cogwheel to open the **Settings** menu then click on "**Automatic replies**"



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.



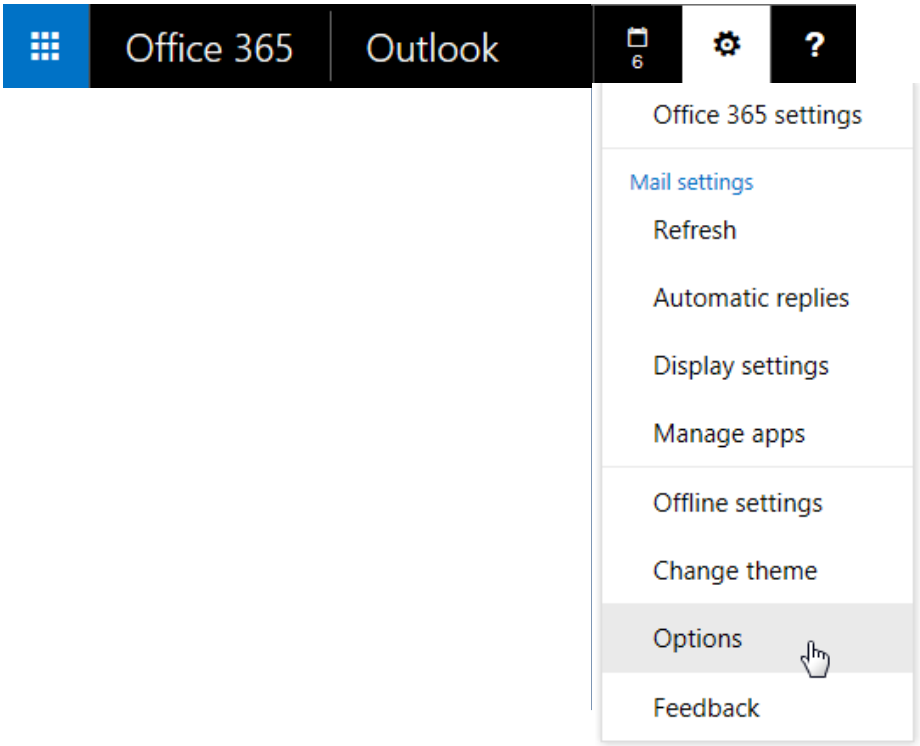
3. You can choose whether you want people outside the University to get an automatic reply too, and you can send the same or a different reply to them at the bottom of the page. You can limit these external replies to your existing email Contacts only or all external senders.



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.

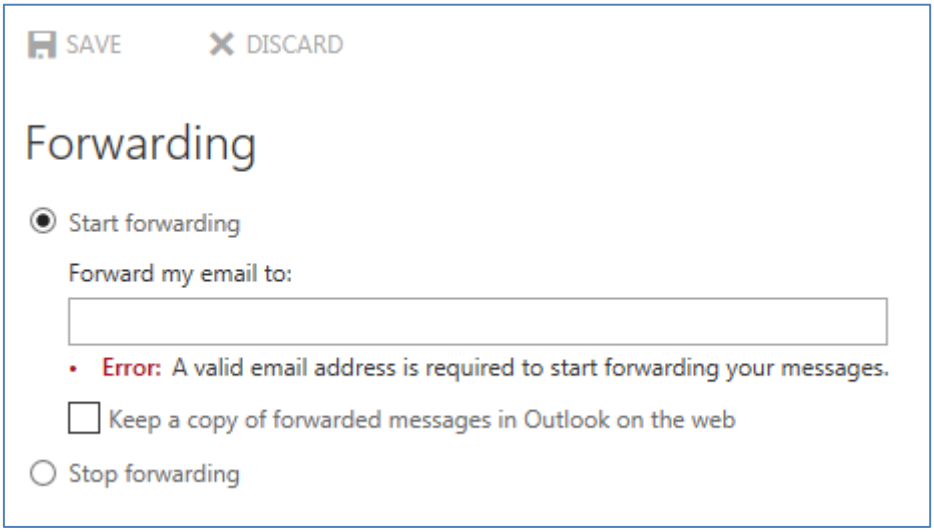
O365 – Email Forwarding

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

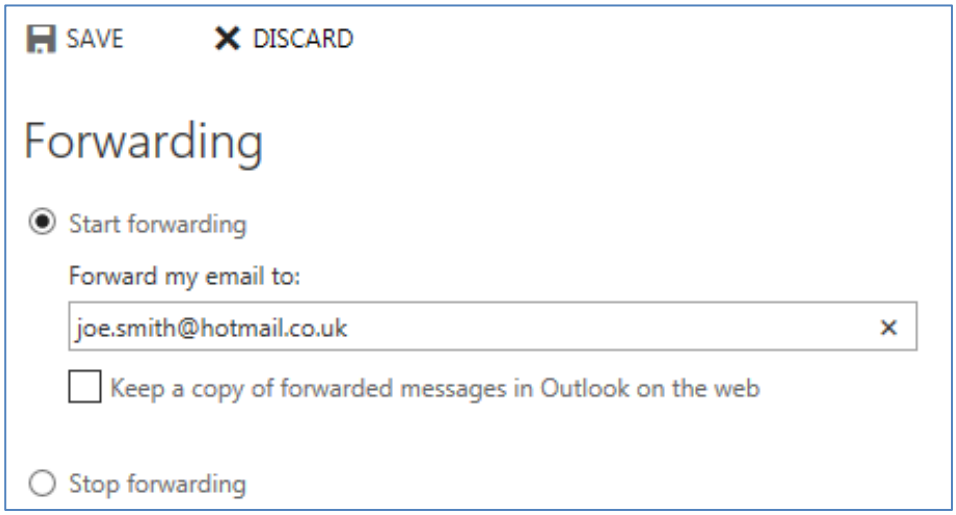


2. Under the "**Accounts**" menu at the left of the page, click on "**Forwarding**"'

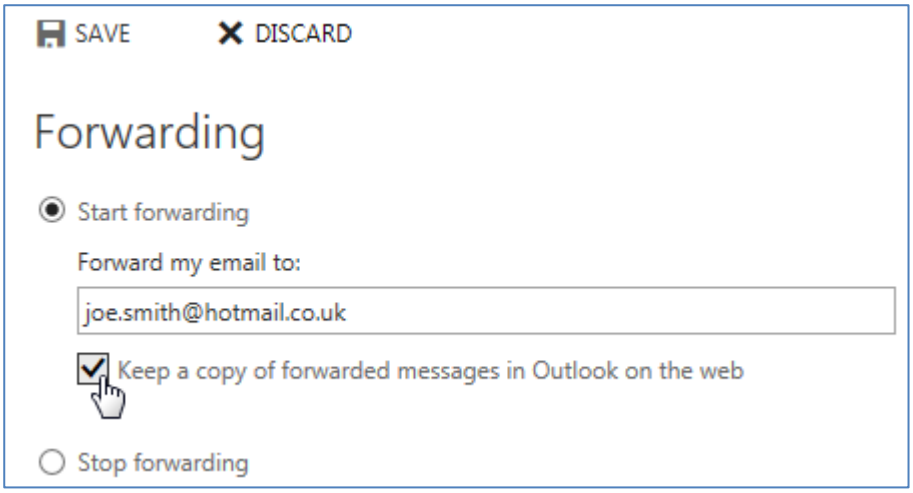
3. On the **Forwarding** page, click the radio button to Start Forwarding.



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



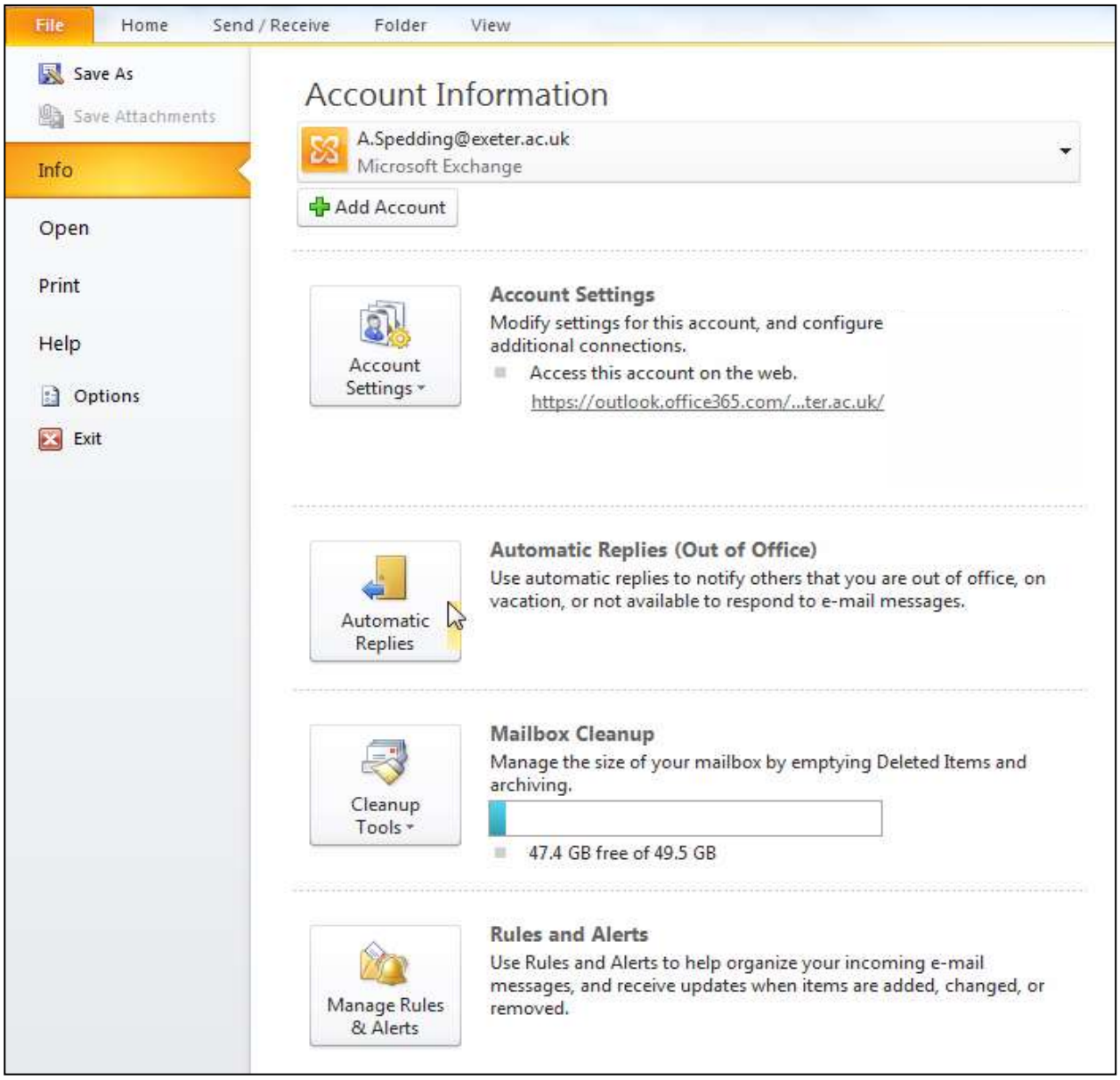
5. If you want to keep all forwarded emails in your uni email account as well, tick the checkbox as shown:



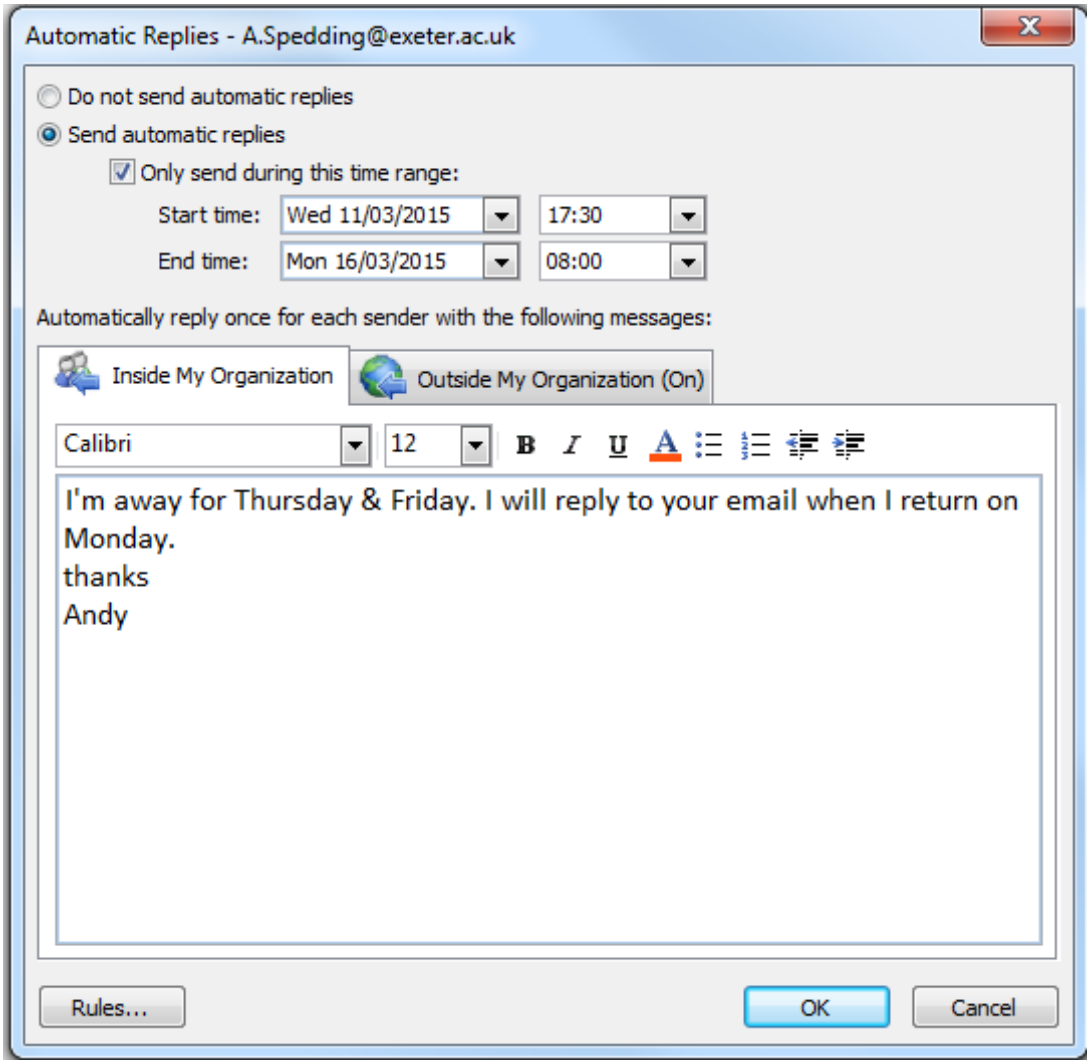
6. Click “**Save**” at the top of the page to activate your email forwarding.

Outlook – Out Of Office

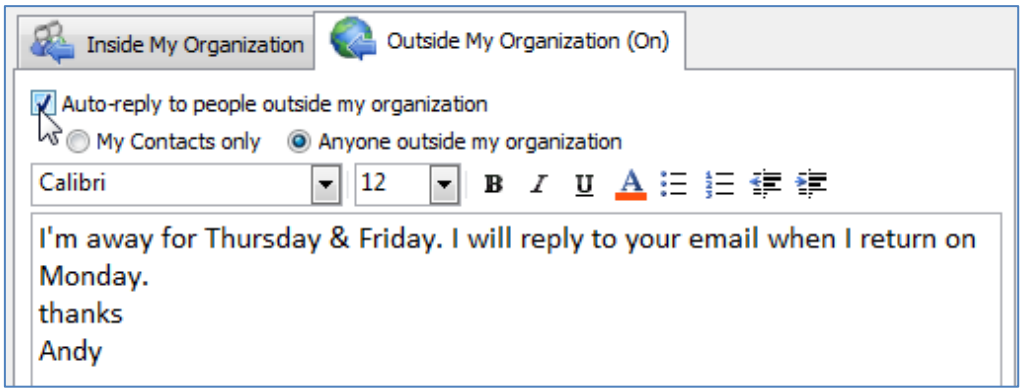
1. In your Outlook email client, navigate to the '**File**' tab, then under the '**Info'** page, click on the '**Automatic Replies'** button



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**"

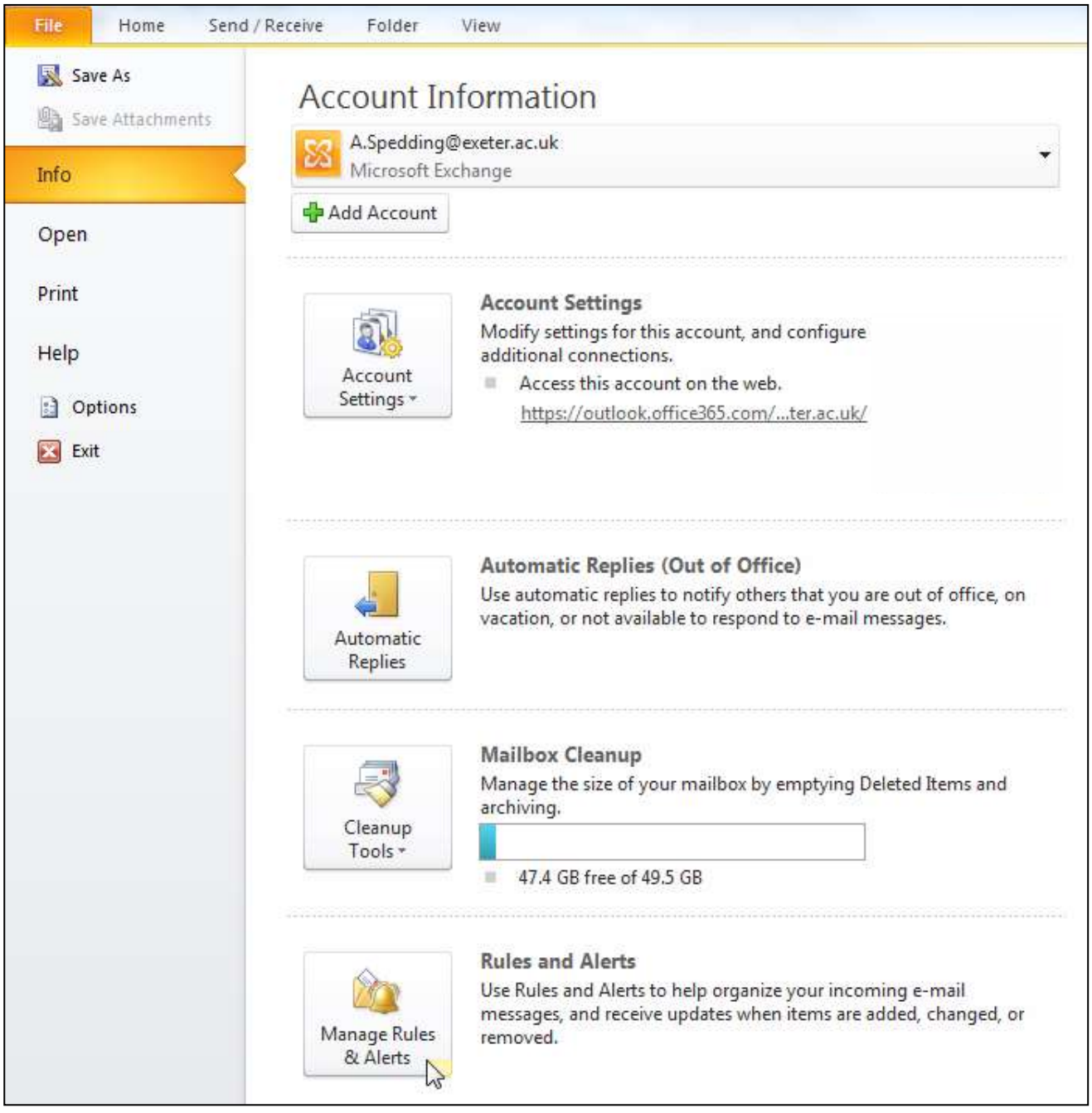


4. Click on **OK** to save and activate the Out Of Office rule.

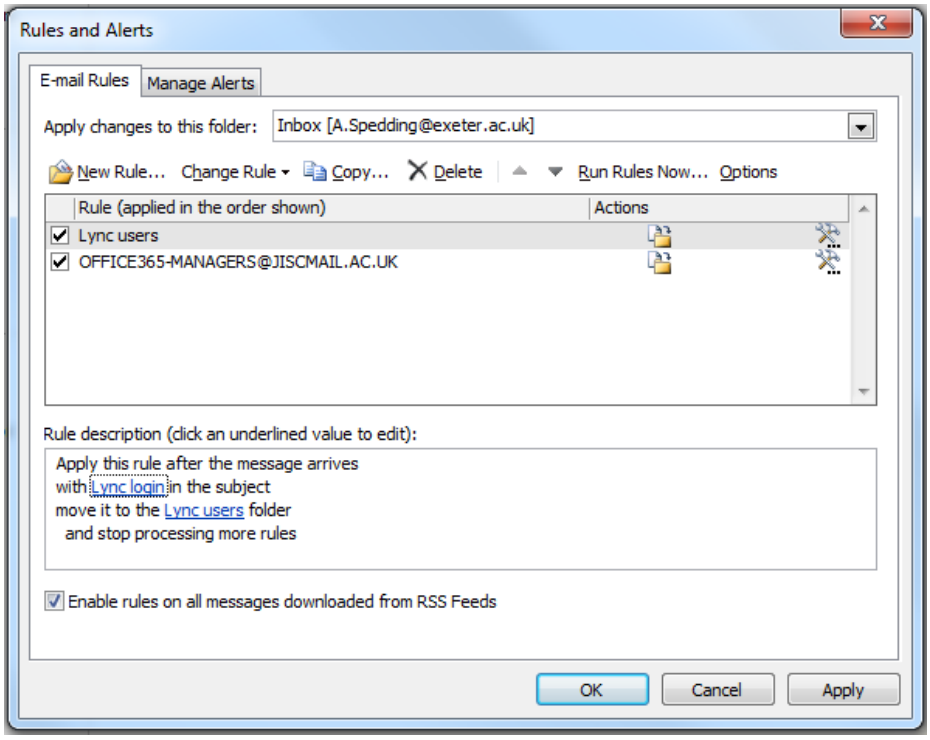
5. It's a good idea to send yourself (or ask a colleague to send) a test email to check that your Out Of Office rule is working ok.

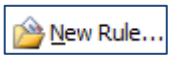
Outlook – Email Forwarding

1. In your Outlook email client, navigate to the '**File**' tab, then under the '**Info'** page, click on '**Rules and Alerts**'

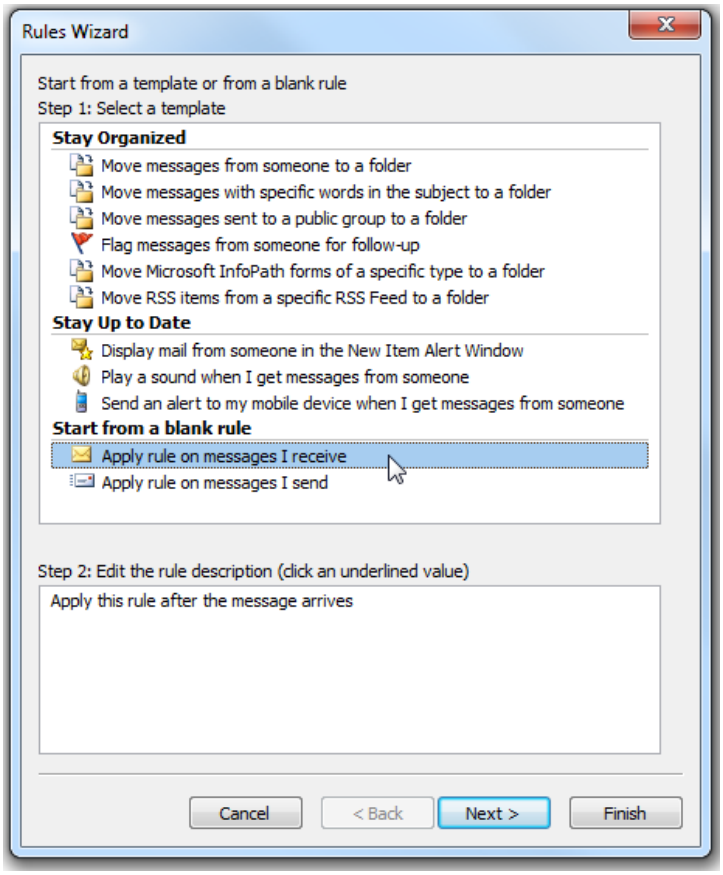


2. This will open the “**Rules and Alerts**” dialogue box



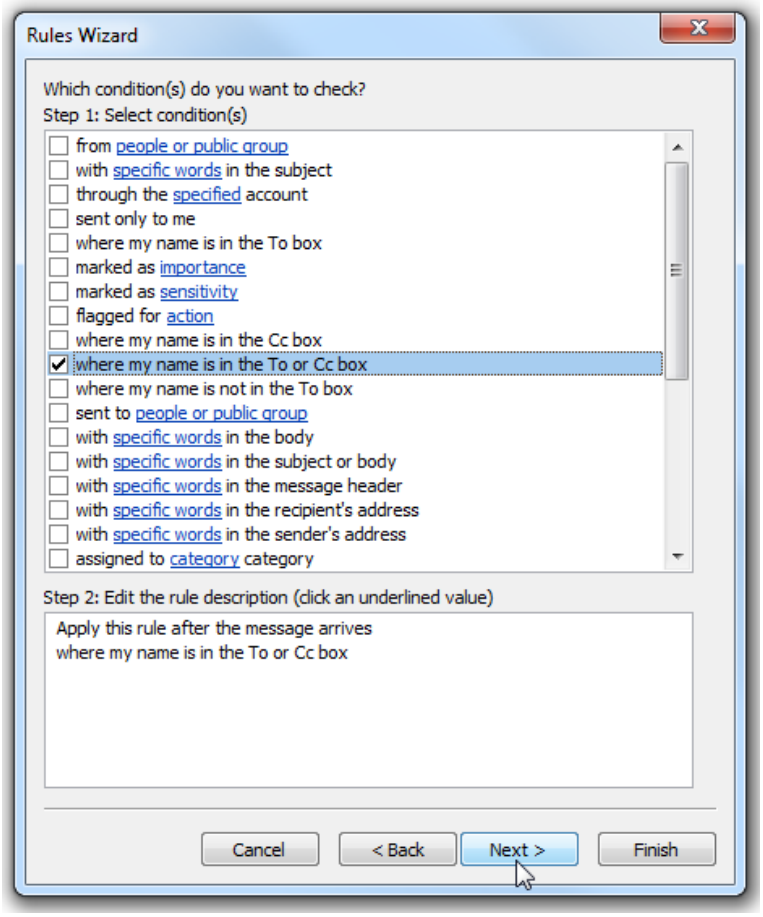
Click on the “**New Rule**” button 

3. This will then show The **Rules Wizard** dialogue box

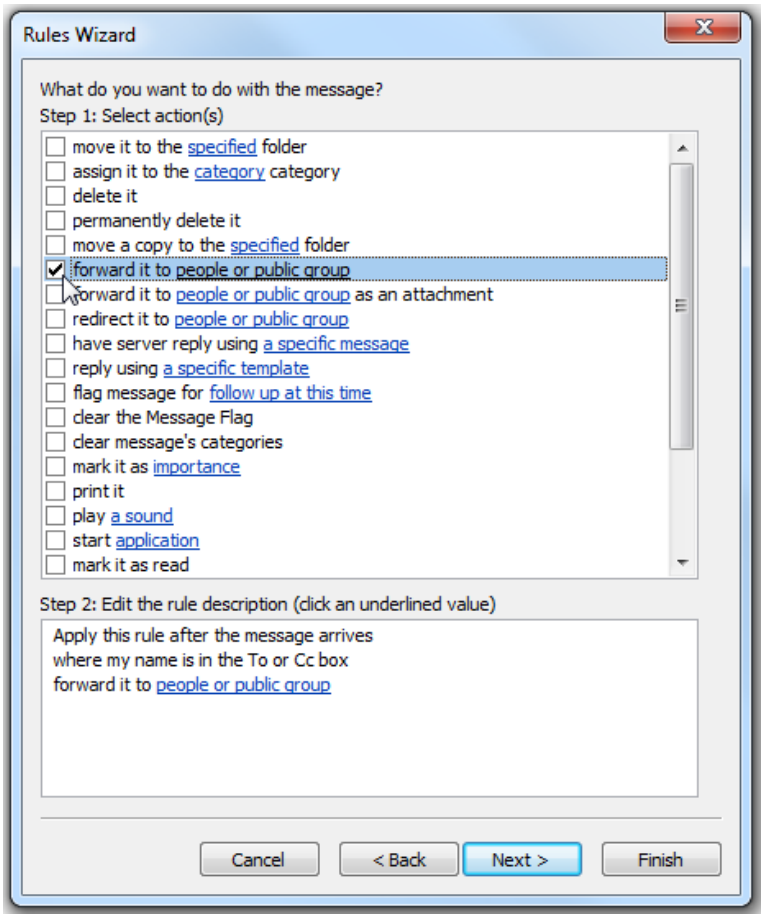


4. In the “**Start from a blank rule**” section, highlight “**Apply rule on messages I receive**” then click “**Next”.**

5. Tick the “**where my name is in the To or Cc box**” option, then click “**Next”**.



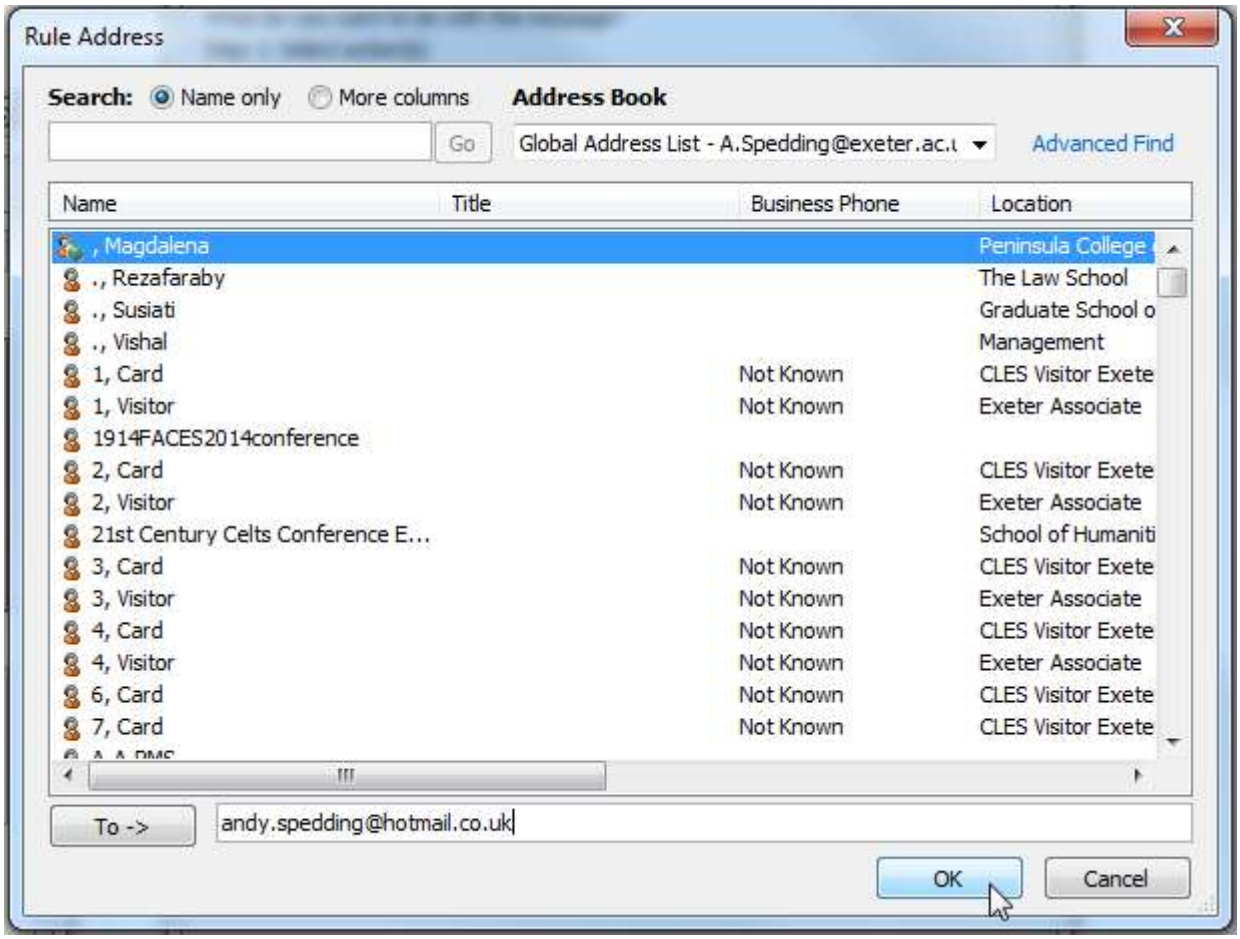
6. Tick the “**forward it to people**” option then click “**Next**”.



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

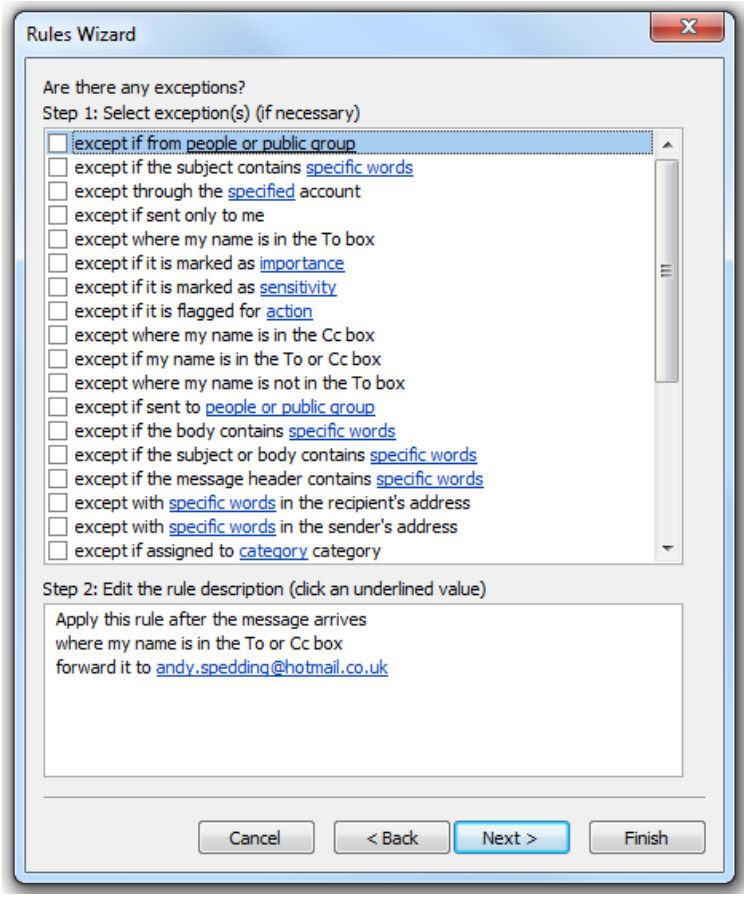


In the “**To ->**” box, enter the email address you want your University emails to be forwarded to.

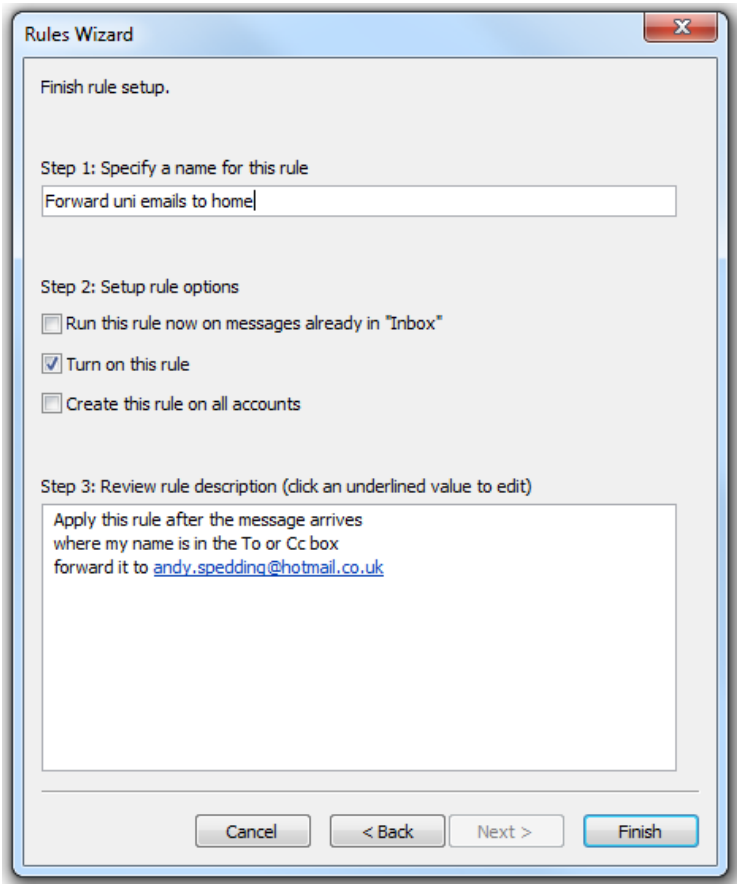
Alternatively, you can choose an address from the Global Address List or your Contacts by opening the “**Address Book**” dropdown at top right.

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.



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



Click “**Finish**” to save and activate your email forwarding.