

Cardiff University Students' Union

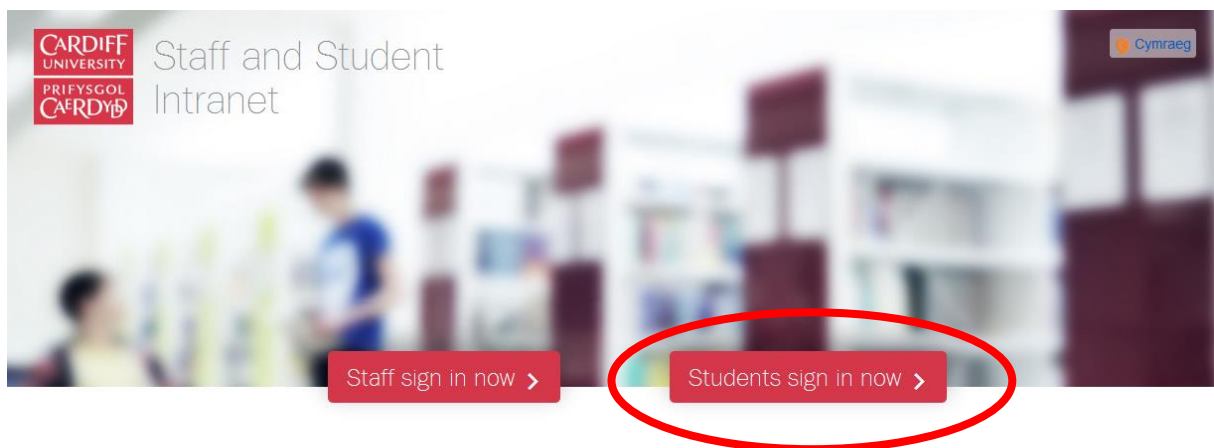
Undeb Myfyrwyr Prifysgol Caerdydd

Automatic Forwarding

All societies have a dedicated @cardiff.ac.uk email account, which needs to be used for official communication with your members and external groups. This is more secure for handover, makes you look more professional and students may contact you directly here. However, you cannot add these accounts to mobile mail apps.

If you want to have these emails in your mobile mailbox, you can switch on Automatic Forwarding. Only one person can have messages forwarded to them; we recommend that the secretary is the person receiving messages. Follow these instructions to do this...

1. Log in to your mailbox in a web browser. You can do this via the new [Intranet](#). Click on one of the letter icons to access your mailbox.



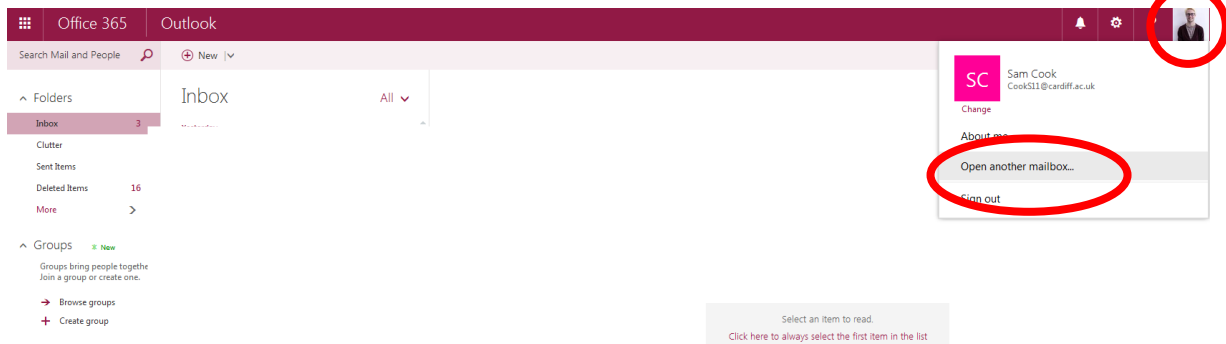
A new website for staff and students

 New search Search the intranet with our powerful new search engine	 Task focused A logical structure to make it easier to find what you need	 Improved content Written to be informative, straightforward and useful
 Directories Find people, teams, buildings and facilities	 Interactive map An all new map of the campus	 Applications Access online applications you use every day (Wikis, ORCA, VLE, CorePortal and many more)

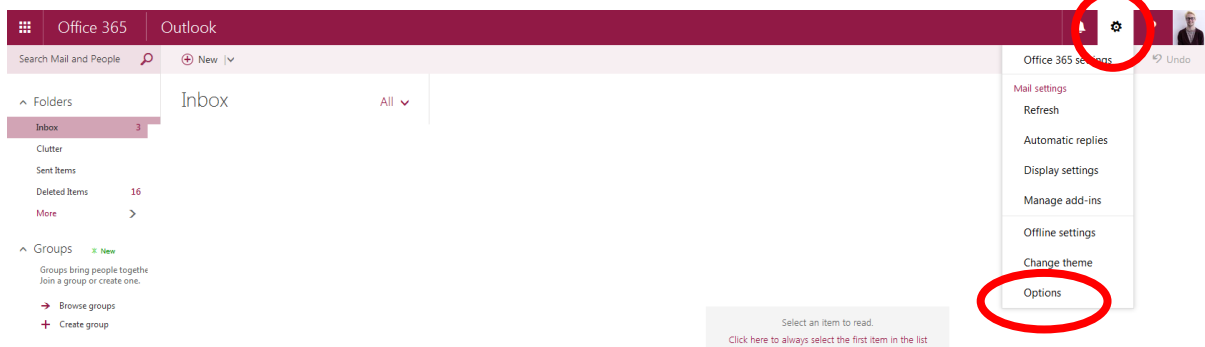
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2. Open your society's functional mail account by clicking on the silhouette or photo in the top right corner. Click on "Open Another Mailbox" and search for your Society's name. If you cannot open your Society's mailbox, contact [Sam](#).



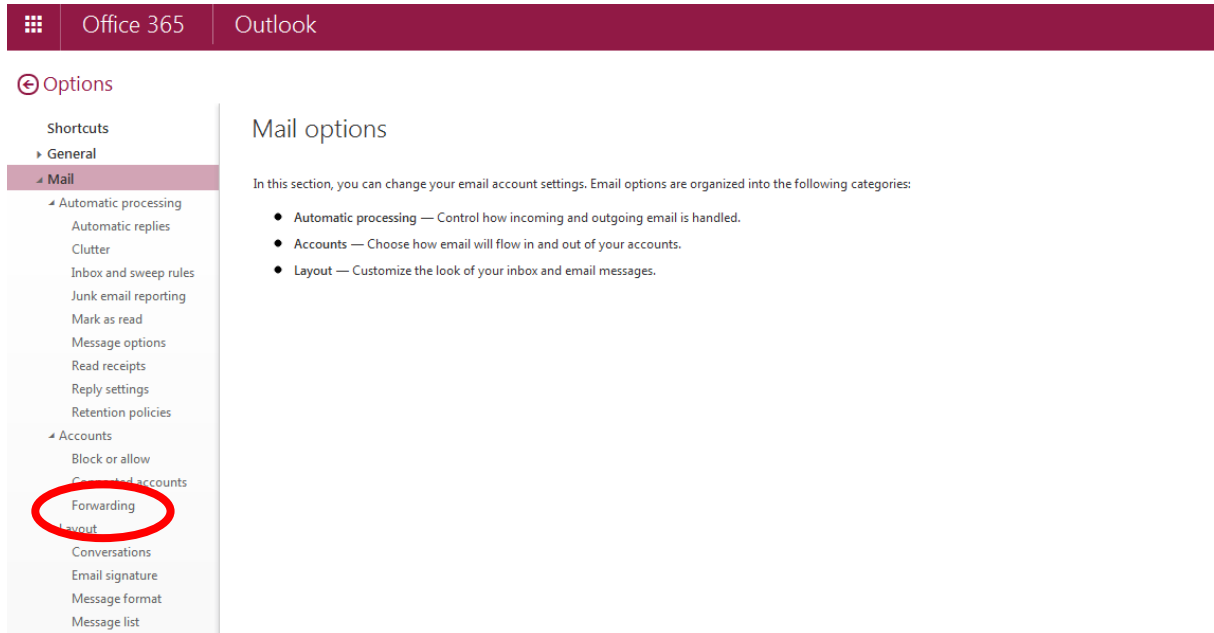
3. In your Society's mailbox, click on the settings cogwheel and then click on options.



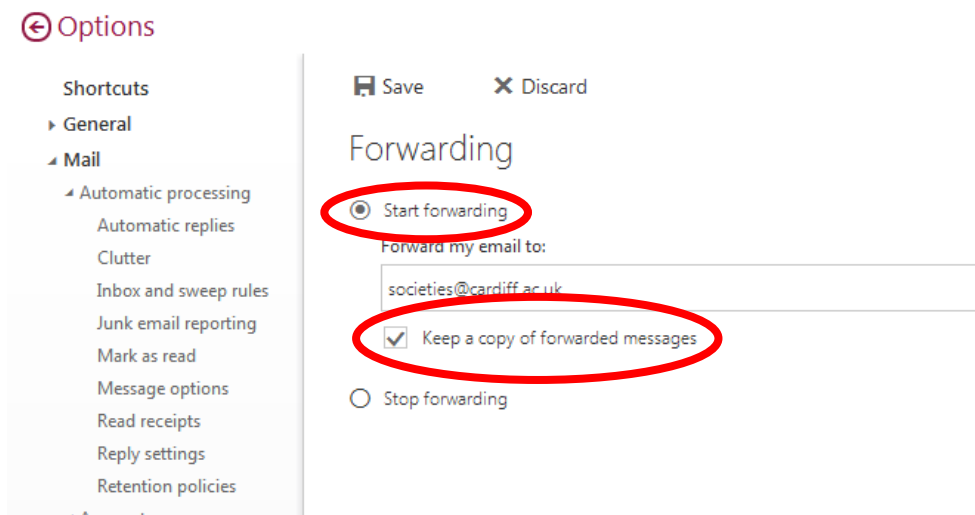
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4. On the left-hand side, click on Forwarding.



5. Check the circle next to “Start forwarding” and enter the email address you want messages forwarded to. Always keep a copy of forwarded messages for other committee members to see. You should also respond via this mailbox where possible. Don’t forget to save.



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6. At the end of the year, don't forget to turn off the Automatic Forwarding, because you may still be receiving messages in three years' time!

Options

The screenshot shows the Outlook 'Options' window. On the left is a navigation pane with 'Mail' selected. The main pane is titled 'Forwarding' and contains the following elements:

- Buttons: Save, Discard
- Section: Forwarding
- Radio button: Start forwarding (selected)
- Text: Forward my email to:
- Text input field: societies@cardiff.ac.uk
- Checkbox: Keep a copy of forwarded messages (checked)
- Radio button: Stop forwarding (circled in red)