

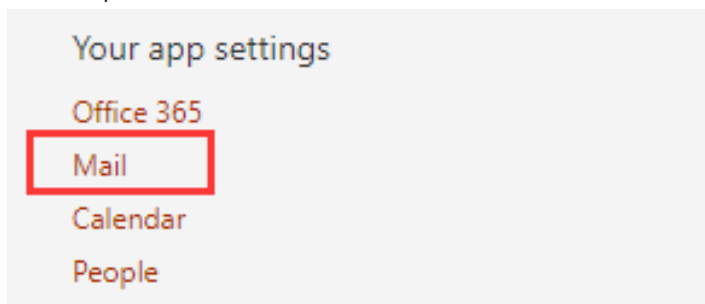


How to set up email automatically forwarding

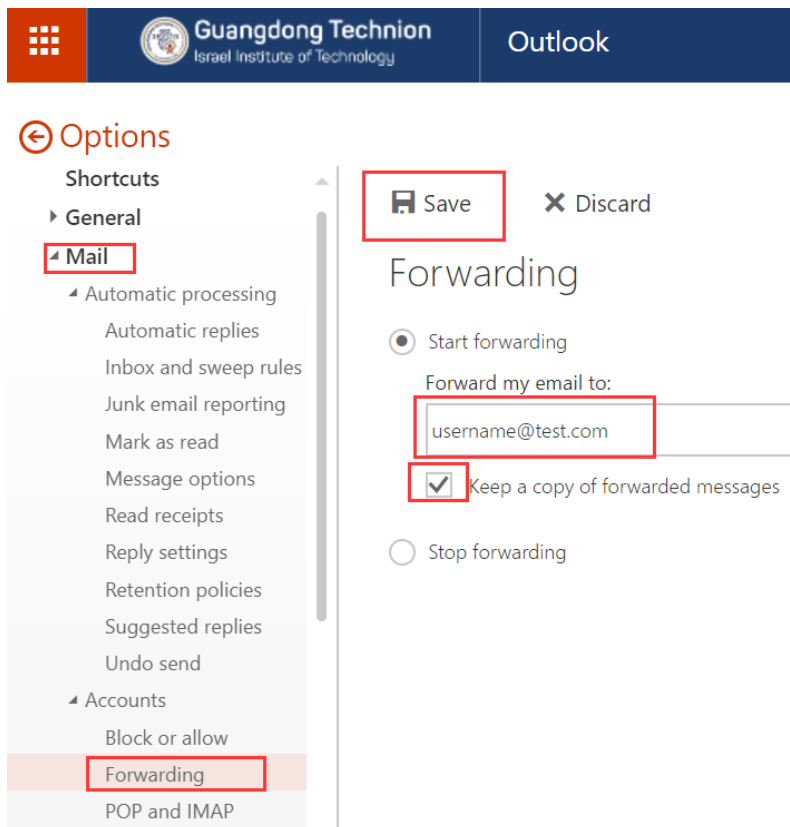
1. Go to GTIIT webmail: <https://www.outlook.com/gtiit.edu.cn>
2. On the upper-right corner of the page, click **Setting** button



3. On the pull-down menu, choose **Mail**



4. Under **Mail - Accounts**, click **Forwarding**. Fill in a target email address, if needed, choose **Keep a copy of forwarded messages**, then **Save**.



- Another forwarding method, set as the following screen capture:



Options

- Shortcuts
- General
- Mail
 - Automatic processing
 - Automatic replies
 - Inbox and sweep rules**
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
 - Retention policies
 - Suggested replies
 - Undo send
- Accounts
 - Block or allow
 - Forwarding
 - POP and IMAP
- Attachment options
 - Attachment preferences
 - Storage accounts

OK Cancel

New inbox rule

Name: forwarding

When the message arrives, and it matches all of these conditions

[Apply to all messages]

Add condition

Do all of the following

Forward the message to... Shaoxin CHEN

Add action

Except if it matches any of these conditions

Add exception

Stop processing more rules (What does this mean?)

Should you have any further questions, please contact itsupport@gtiit.edu.cn.