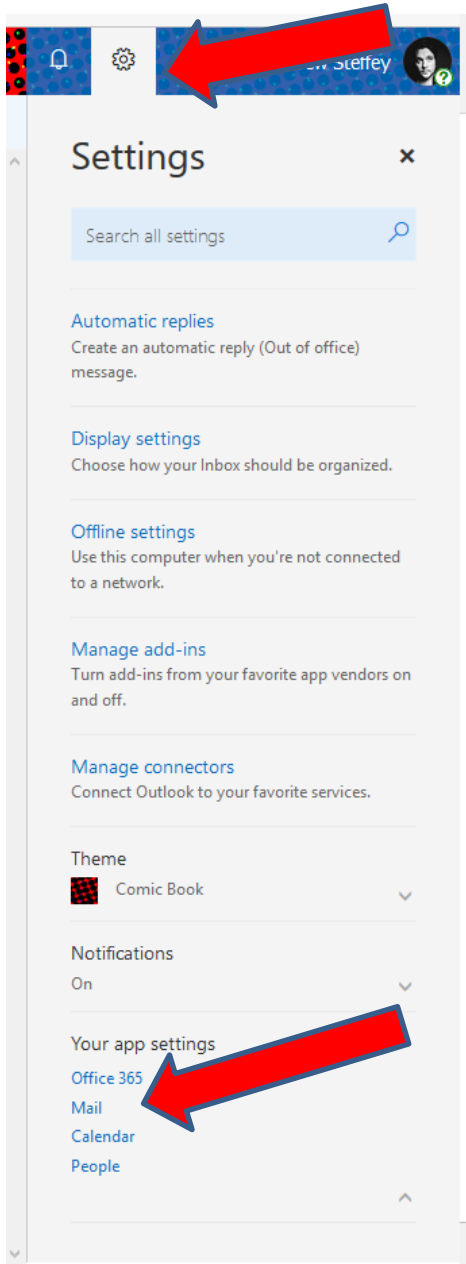


Forwards and Auto-replies

Part 1 Forwards

STEP 1: Log into the online version of your email: www.duq.edu/mail

STEP2: Click the gear icon on the top right corner then choose the “mail” option at the bottom of the page

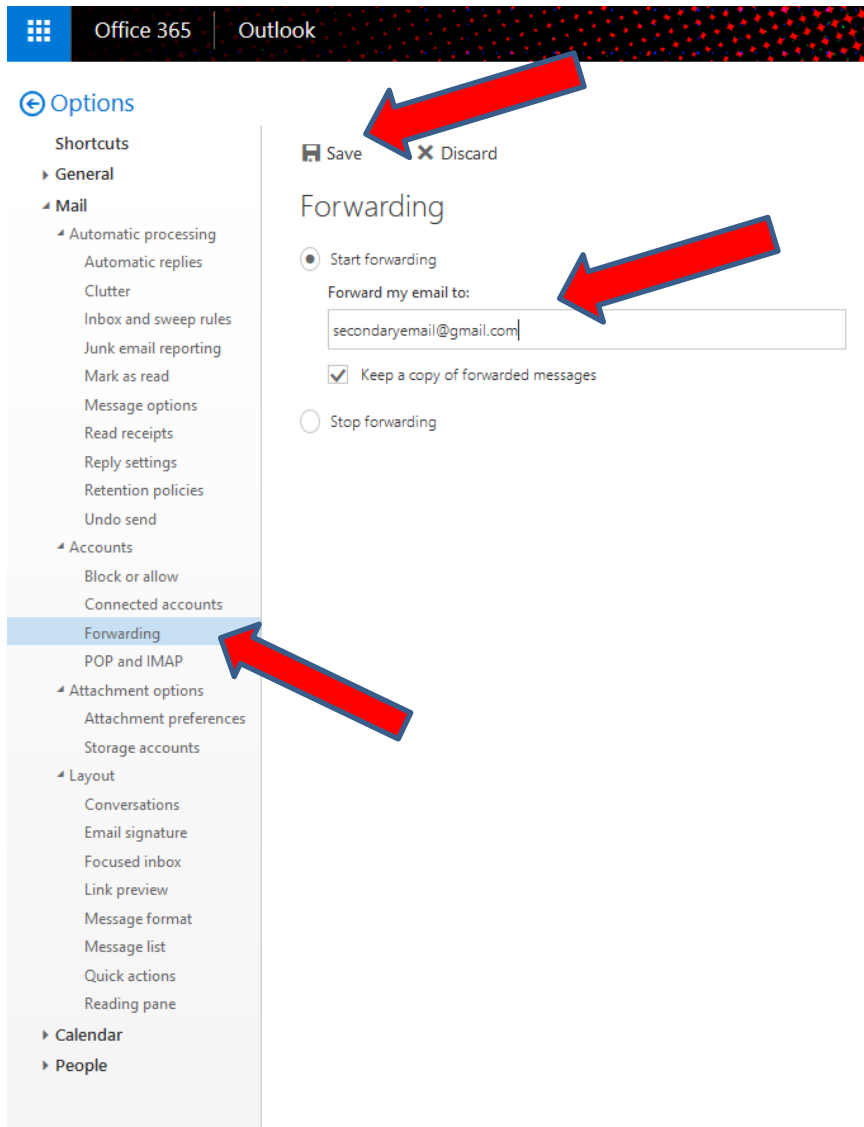


Forwards and Auto-replies

STEP3: On the new page options can be found on the left. Click on “Forwarding”, Choose the start forwarding option, enter your email address and click save.

All emails received by your Duquesne account will now be forwarded to your chosen email account.

Be sure to leave the “Keep a copy” option check marked to avoid losing any emails.



The screenshot shows the Outlook interface with the 'Options' pane on the left and the 'Forwarding' settings on the right. Three red arrows point to the 'Forwarding' option in the left pane, the 'Start forwarding' radio button, and the 'Forward my email to:' text box.

Office 365 | Outlook

Options

- Shortcuts
- General
- Mail
 - Automatic processing
 - Automatic replies
 - Clutter
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
 - Retention policies
 - Undo send
 - Accounts
 - Block or allow
 - Connected accounts
 - Forwarding
 - POP and IMAP
 - Attachment options
 - Attachment preferences
 - Storage accounts
 - Layout
 - Conversations
 - Email signature
 - Focused inbox
 - Link preview
 - Message format
 - Message list
 - Quick actions
 - Reading pane
- Calendar
- People

Save Discard

Forwarding

Start forwarding

Forward my email to:
secondaryemail@gmail.com

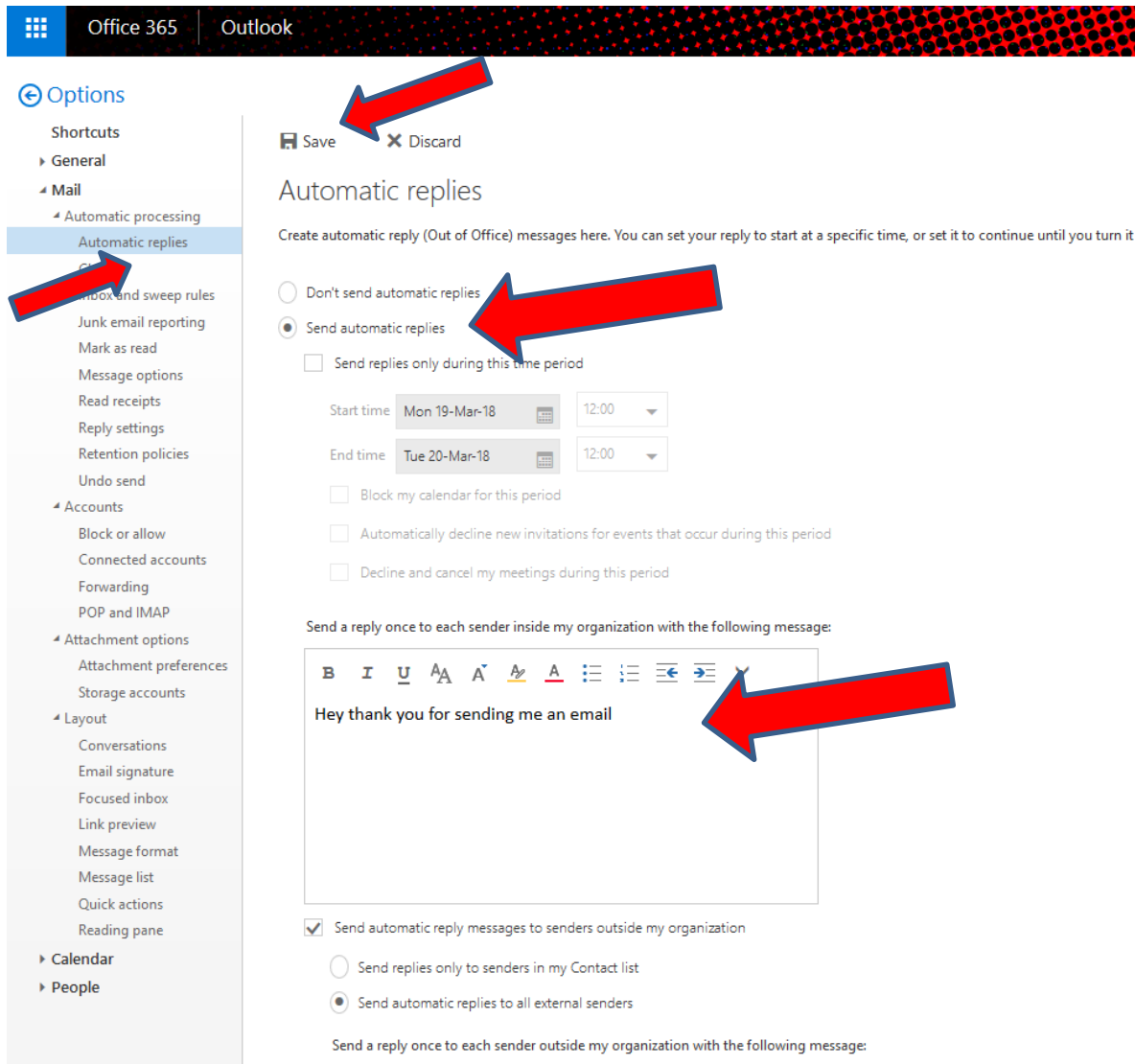
Keep a copy of forwarded messages

Stop forwarding

Forwards and Auto-replies

Part 2 Automatic Replies

Step1: Automatic Replies can be found on the same page under the mail option. Simply choose “send automatic replies” and then type up the email you would like users to receive.



The screenshot shows the Outlook 'Automatic replies' settings page. The interface includes a top bar with 'Office 365' and 'Outlook'. On the left is a navigation pane with 'Options' expanded to 'Mail' and 'Automatic replies' selected. The main content area has 'Save' and 'Discard' buttons at the top. Below them is the title 'Automatic replies' and a description: 'Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it c'. There are two radio buttons: 'Don't send automatic replies' (unselected) and 'Send automatic replies' (selected). Below these are several checkboxes: 'Send replies only during this time period' (unchecked), 'Block my calendar for this period' (unchecked), 'Automatically decline new invitations for events that occur during this period' (unchecked), and 'Decline and cancel my meetings during this period' (unchecked). The 'Send replies only during this time period' section includes 'Start time' (Mon 19-Mar-18, 12:00) and 'End time' (Tue 20-Mar-18, 12:00). Below this is a text box for the reply message, containing the text 'Hey thank you for sending me an email'. At the bottom, there are two sections: 'Send a reply once to each sender inside my organization with the following message:' (checked) and 'Send a reply once to each sender outside my organization with the following message:'. The first section has radio buttons for 'Send replies only to senders in my Contact list' (unselected) and 'Send automatic replies to all external senders' (selected).

STEP2: Save your changes and replies will be automatically sent upon receiving an email. You can also set this to send during a certain time frame to stop auto replies once you've returned to work.

This document can be found on <http://duq.edu/about/campus/computing-and-technology/your-accounts/information-technology-graduation-checklist>

Updated on 3/19/2017