澳大電子郵箱之使用及電郵轉發方法

The Usage and Email Forwarding Function of UM Mailbox

每當澳大有重要的通告或消息宣布時，都會透過電郵系統發送到您的澳大電子郵箱。因此，您必須經常檢查澳大電子郵箱 (http://webmail.umac.mo/)，也可把將於澳大電子郵箱接收之電郵自動轉發到您的其他私人電子郵箱。有關電郵自動轉發之設置，請查閱附件之「Instruction for Student Webmail」或「Instruction for UM@Connect」。

由2016年4月1日起，研究生院將會以澳大電子郵箱作為唯一的電郵通訊途徑。

如有任何電郵轉發問題，請聯絡資訊及通訊科技部，電話8822-8600或電郵 icto.helpdesk@umac.mo。

澳門大學研究生院

The University of Macau (UM) has been sending important messages and announcements to your UM email account. Therefore, you are advised to check your UM mailbox (http://webmail.umac.mo/) from time to time. You may also forward all incoming emails from your UM Student Webmail to your own other email account automatically. If you are not sure how to do so, please refer to the attached "Instruction for Student Webmail" or "Instruction for UM@Connect" for more information.

Starting from 01/04/2016, the Graduate School will send important messages and announcements to your UM email account only.

If you have any questions regarding the email forwarding, please kindly contact the Information and Communication Technology Office at 8822-8600 or by email icto.helpdesk@umac.mo.
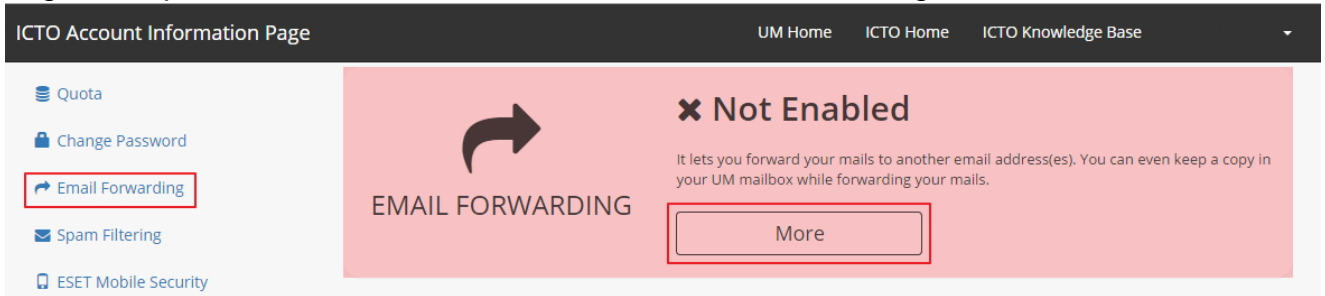
Regards,
Graduate School

Instruction for Student Webmail

How to set email forwarding in Student Webmail?

Email forwarding will help you to forward all incoming emails in Student Webmail to your own email account automatically. Please follow the steps below:
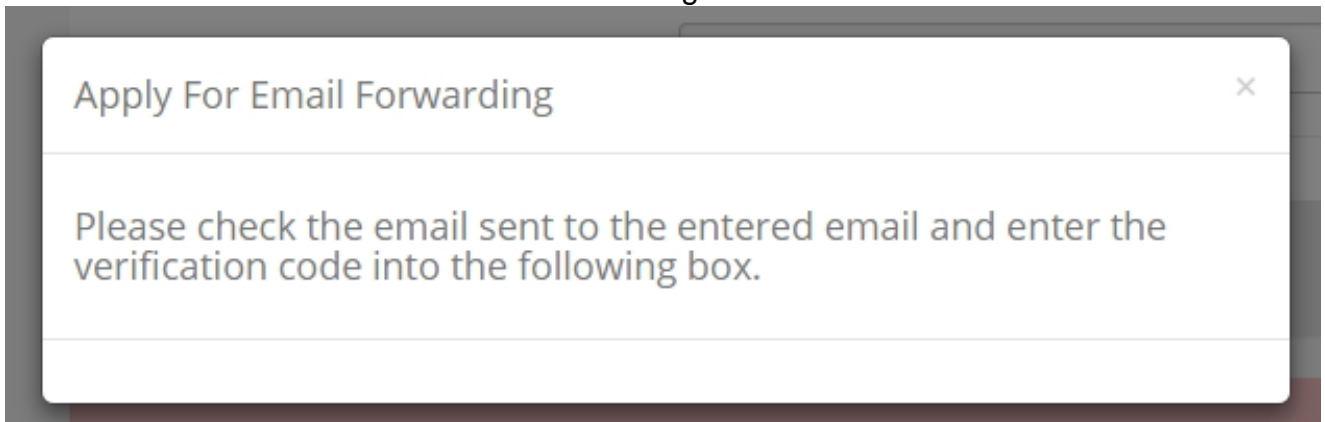
1. Login to http://account.icto.umac.mo, and click "Email Forwarding" and then click "More".
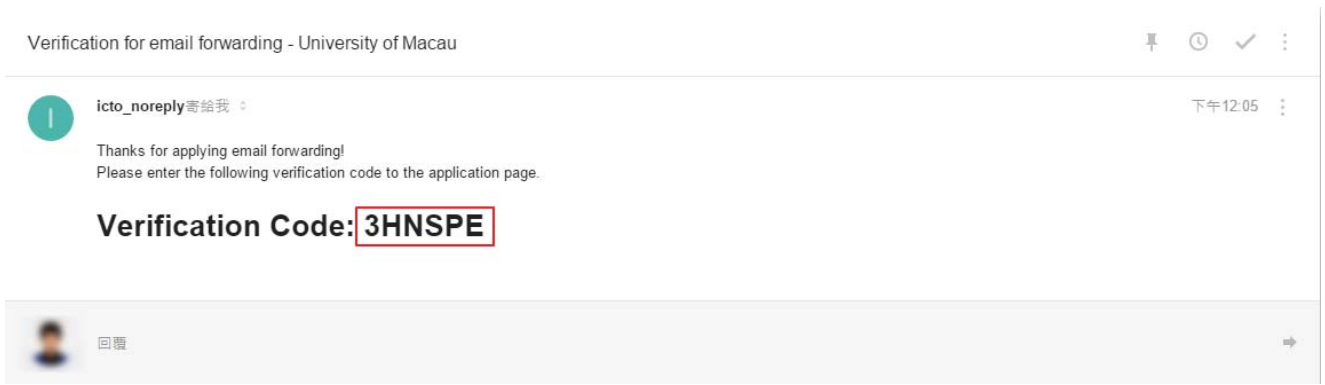

2. The following dialog will be shown, and then input "New email forwarding address" in the highlighted input box. Click "Add".
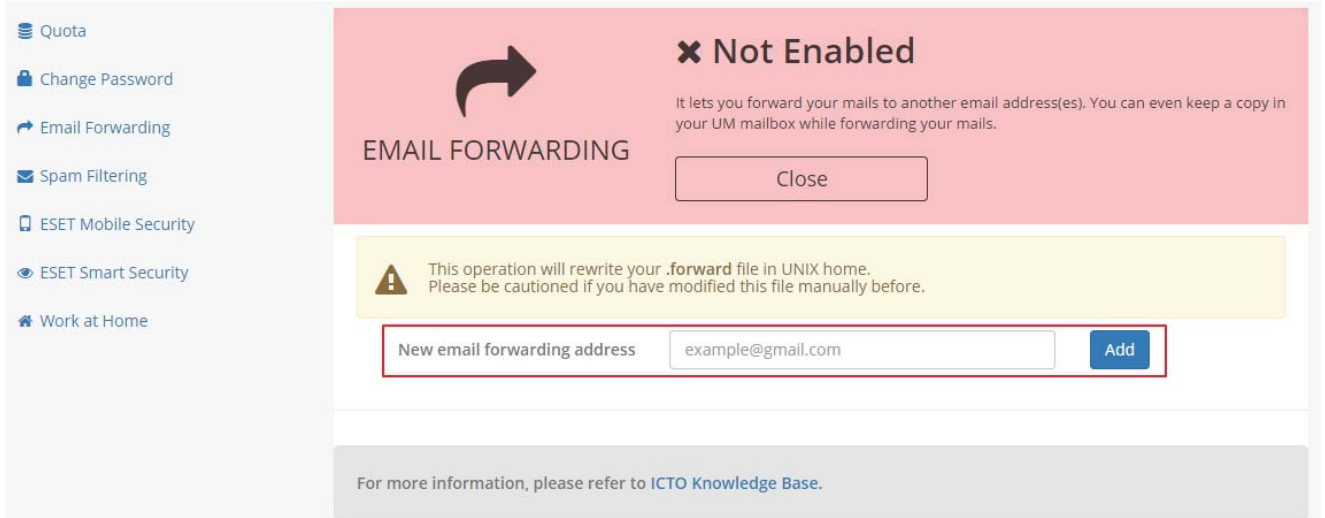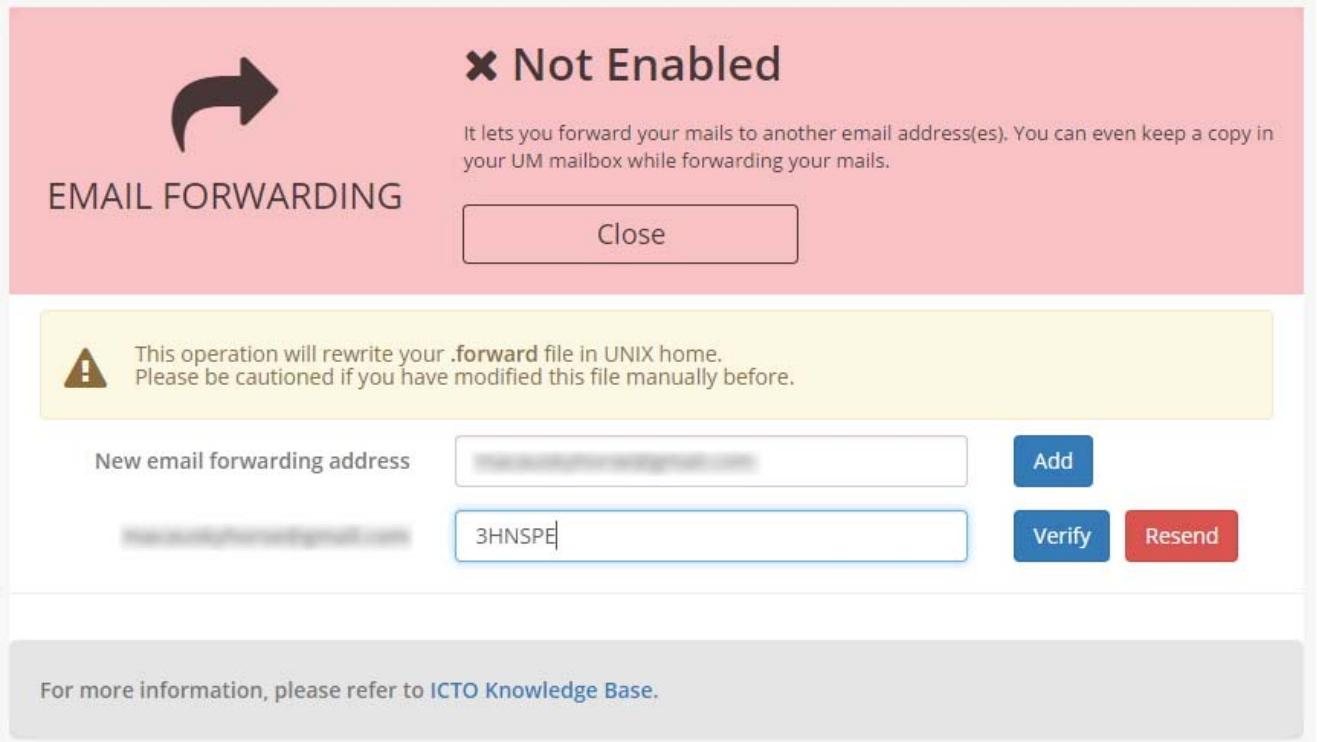

3. The information box will be shown and request you to check the verification code in an automatic email sent to the new email forwarding address.
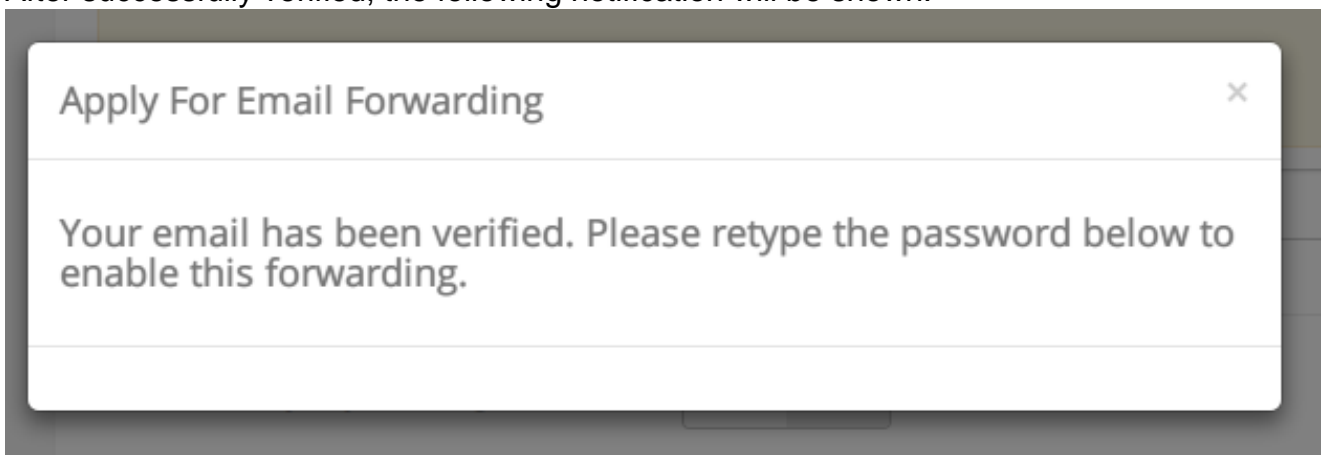
4. Input the verification code and click "Verify". If you haven't receive the above email, please click "Resend" or check whether there is any mistakes for the new email forwarding address.

5. After successfully verified, the following notification will be shown.

6. The new email forwarding address will be added as shown below.
   - A switch "ON / OFF" beside the verified email address.
     – When switch "ON", auto-forward has been enabled and the incoming emails will be forwarded to the verified email address.
     – When switch "OFF", auto-forward has been disabled.
   - Moreover, you can switch "ON / OFF" to enable or disable the "Keep copy in UM

mailbox" function.
– When switch "ON", one copy of forwarded emails will be kept in your UM mailbox.
– When switch "OFF", the incoming emails will be forwarded to the verified emails address and no copy will be kept in your UM mailbox.

7. Finally, enter your Student Webmail password and click "Submit" to confirm the changes.
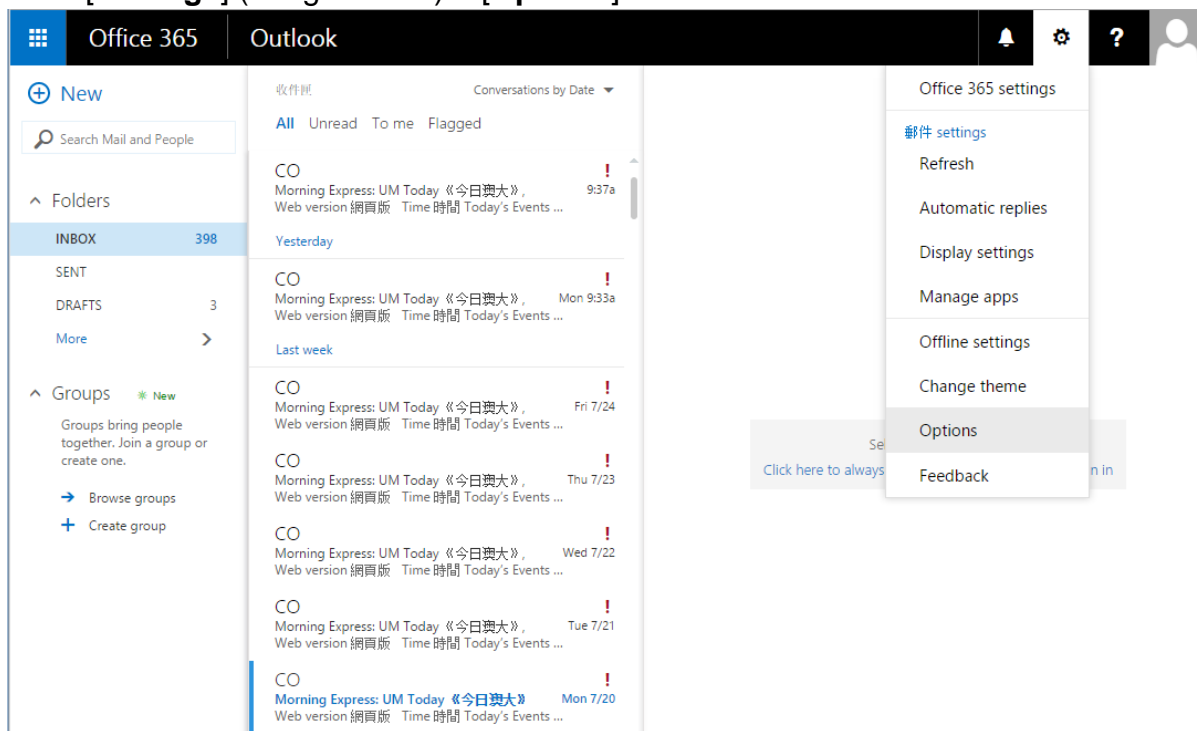
Instruction for UM@Connect

How do I set auto forward in UM@Connect?

You can use **Forwarding** function to forward all your incoming emails automatically to another email account. You can also choose to keep or not to keep a copy of all forwarded emails in your UM@Connect mailbox.

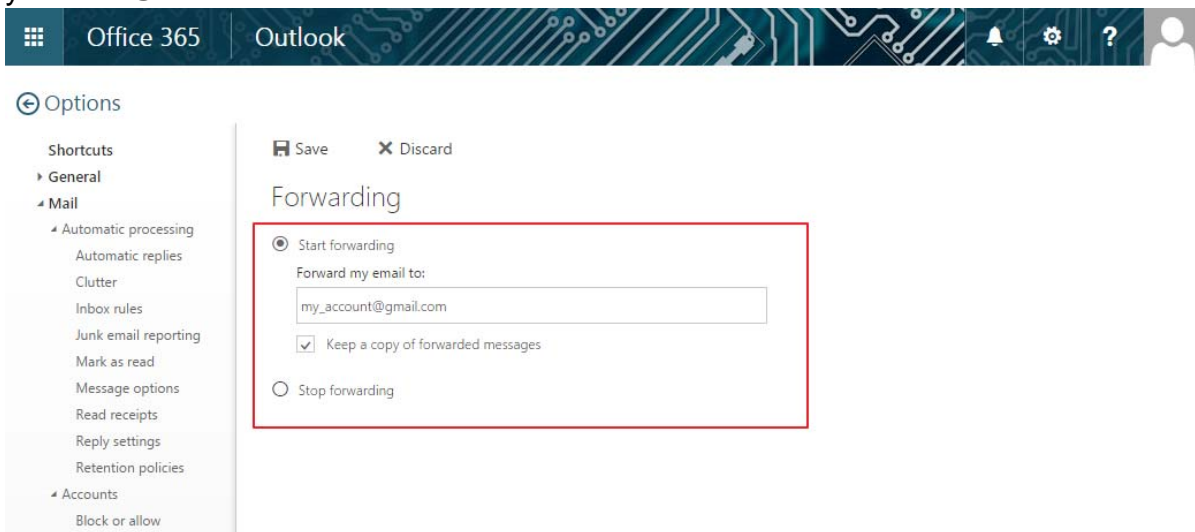After login to UM@Connect, please

1. Click [**Settings**] (the gear icon) > [**Options**]

2. Choose [**Forwarding**] under [**Mail**] > [**Accounts**] of the left hand side menu.
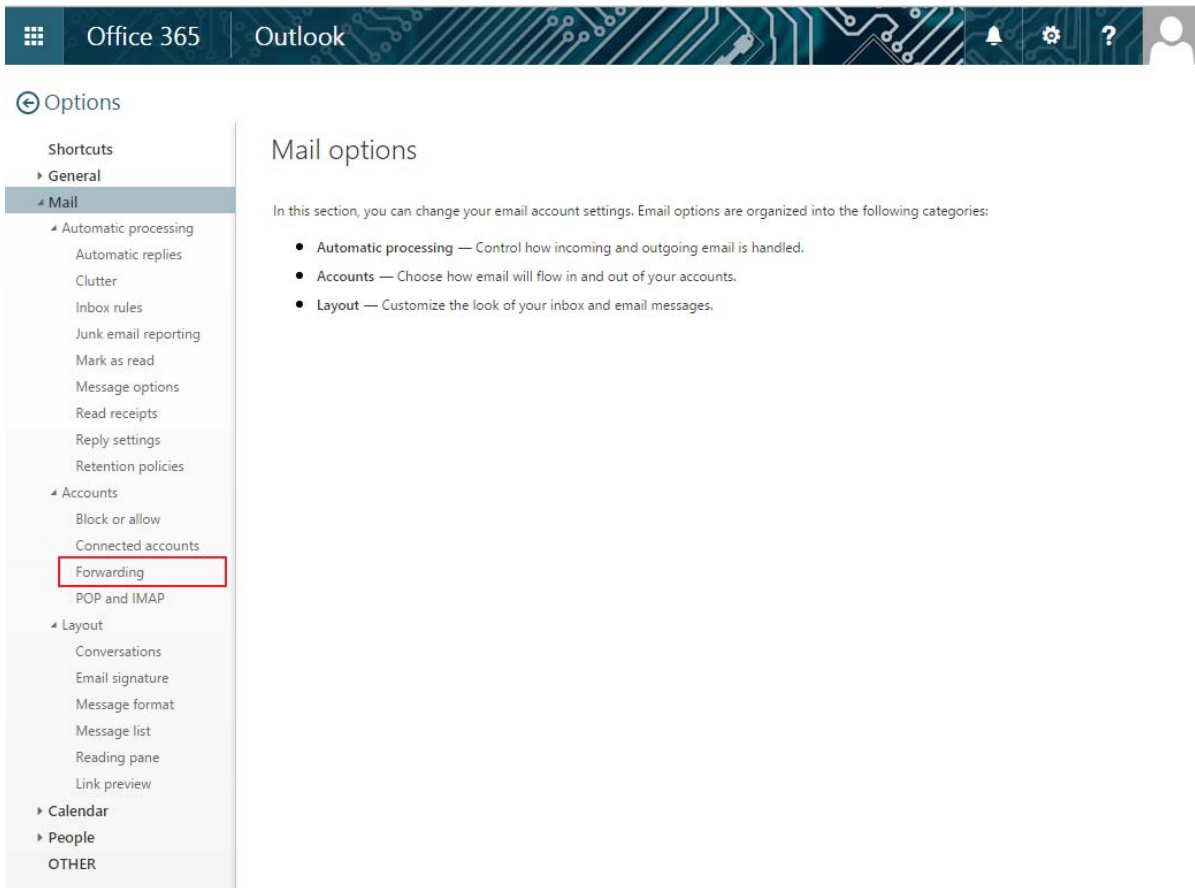
3. Select **[Start forwarding]** and type in the email address to forward. It is recommended to check the box **[keep a copy of forwarded message]** for keeping a copy of the emails in your UM@Connect mailbox.

4. Click **[Save]** to complete