

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(<u>http://webmail.umac.mo/</u>),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 (<u>http://webmail.umac.mo/</u>) 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 <u>icto.helpdesk@umac.mo</u>.

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".

 Quota Change Password Email Forwarding Spam Filtering ESET Mobile Security 	EMAIL FORWARDING	X Not Enabled It lets you forward your mails to another email address(es). You can even keep a copy in your UM mailbox while forwarding your mails. Close	
 ESET Smart Security Work at Home 	This operation will rewrite your .forward file in UNIX home. Please be cautioned if you have modified this file manually before. New email forwarding address example@gmail.com Add		
	For more information, please refer to IC	CTO Knowledge Base.	

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.

EMAIL FORWARDING	X Not Enabled	ss(es). You can even keep a copy in
This operation will rewrite you Please be cautioned if you have	r . forward file in UNIX home. e modified this file manually before.	
New email forwarding address	macaulty for weighted com	Add
has a stight surgeral con-	ЗНИЅРЕ	Verify Resend
For more information, please refer to I	CTO Knowledge Base.	

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



- 6. The new email forwarding address will be added as shown below.
 - $\circ\,$ 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.
 - $\circ\,$ 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.

K Not Enabled It lets you forward your mails to another email address(es). You can even keep a copy in your UM mailbox while forwarding your mails. Close
This operation will rewrite your .forward file in UNIX home. Please be cautioned if you have modified this file manually before.
New email forwarding address
Keep copy in UM mailbox OFF Password Submit Cancel
For more information, please refer to ICTO Knowledge Base.

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]

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⊕ New	從作刑. Conversations by Date ▼		Office 365 settings
Search Mail and People	CO ! Morning Express: UM Today《今日澳大》, 9:37a		郵件 settings Refresh
INBOX 398	Web version 網頁版 Time 時間 Today's Events Yesterday		Automatic replies Display settings
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More >	Last week		Offline settings
 Groups * New Groups bring people together, Join a group or 	Morning Express: UM Today《今日澳大》, Fri 7/24 Web version 網頁版 Time 時間 Today's Events	c.a	Options
→ Browse groups	CO	Click here to always	Feedback n ir
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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.

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	Inbox rules Junk email reporting Mark as read	my_account@gmail.com Imy_account@gmail.com Image: Keep a copy of forwarded messages	
	Message options Read receipts	O Stop forwarding	
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	block of allow		

4. Click [Save] to complete