Do not miss important emails
How to forward e-mails with Office 365

> **❗ Important**
>
> E-mails from Doshisha University（DU）are sent to your DU email address. **You have to make sure to check new messages regularly.** We do not give you any special treatment for any disadvantages caused by failure of checking your DU account.
>
> In order to reduce the risk of missing e-mails, **we highly recommend that you set forwarding e-mails which are delivered to your DU address to your private e-mail address.** You can use "Outlook" app on smartphones as well. You can choose using transfer settings within Office 365 or using the Outlook app.

✉ How to set forwarding　※ The DU mail system uses "Microsoft Office 365".

1. Access to "同志社大学Web Single Sign-On"(https://sso.doshisha.ac.jp/). Enter a user ID and password to log in SSO.
2. Select authentication "イメージングマトリクス (Imaging Matrix)" for multi-factor authentication.
3. Click the three registered images in the correct order.
4. Click "Microsoft 365" icon.
5. You will be asked "Stay signed in?". Click "Yes" or "No".
6. Click the "Outlook" icon.

※ **Please make sure to read the backside of this document to check 7.～9.**
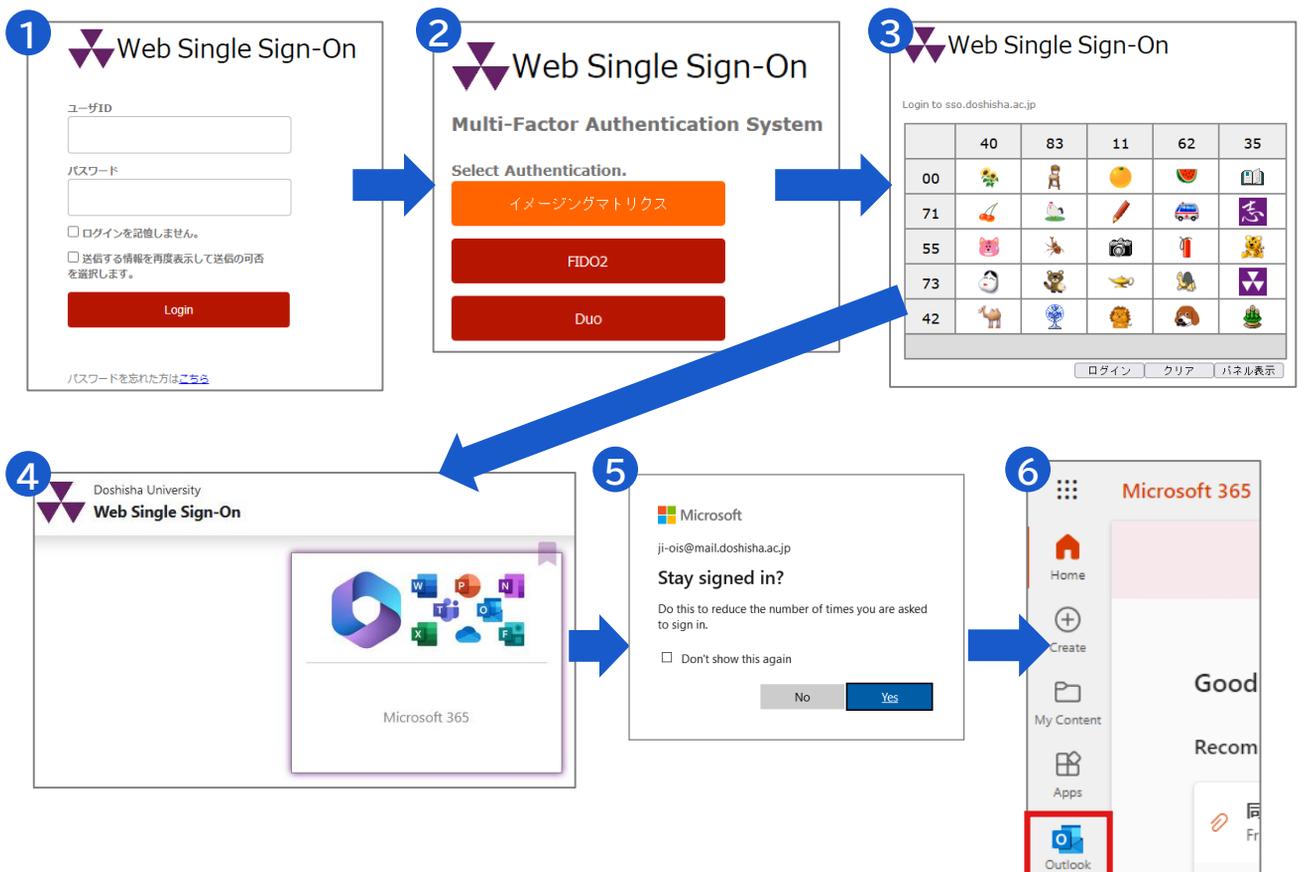
✉️How to set forwarding
※ Please check the frontside of this document to check 1.~6.

7. Click the "Settings" button in the top right.
➡️ Click "View all Outlook settings" in the bottom right.
8. On the left side of the screen, click "Mail"➡️ Click "Forwarding".
➡️ Tick "Enable forwarding"➡️Input your private e-mail address in
"Forward my email to:"➡️ Tick "keep a copy of forwarded messages".
➡️ Finally, Click "Save".
9. When completed, try to send e-mails to your DU address to confirm that forwarding setting works correctly or not.
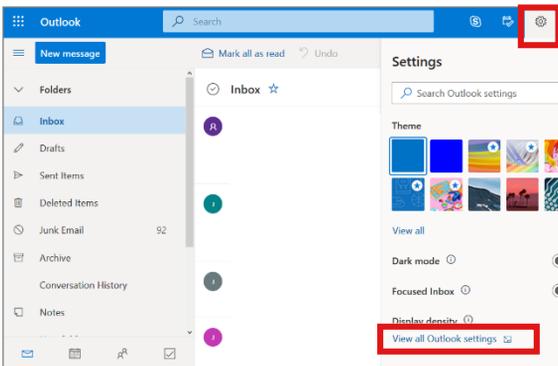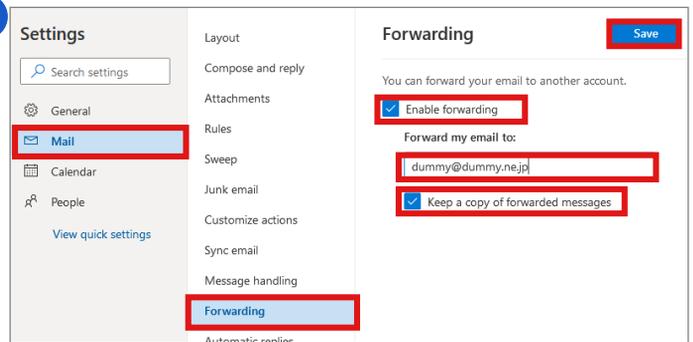
📝Language settings

To change the language settings, click "(General)全般" on the screen"8.", then click "(Language and time)言語とタイムゾーン". Click "(Language)言語" to select your choice of language from "(Language)言語", and finally click "(Save)保存".

Notes

- Mobile phone specific e-mail systems (@ezweb.ne.jp, @docomo.ne.jp, @softbank.ne.jp, etc.) may be initially set to reject or block e-mails from other than mobile phone addresses.
  You need to check the settings in advance.
- Forwarded e-mails might be recognized as junk e-mails.
  Therefore, registration of the "doshisha.ac.jp" domain in a whitelist is recommended.

Other manuals

- Please check the URL below to check other manuals regarding the settings of IT service in Doshisha University.
  IT Support Office   https://it.doshisha.ac.jp/ (Only in Japanese)