

# IMPORTANT DO NOT miss important emails ~How to forward e-mails with Office 365~

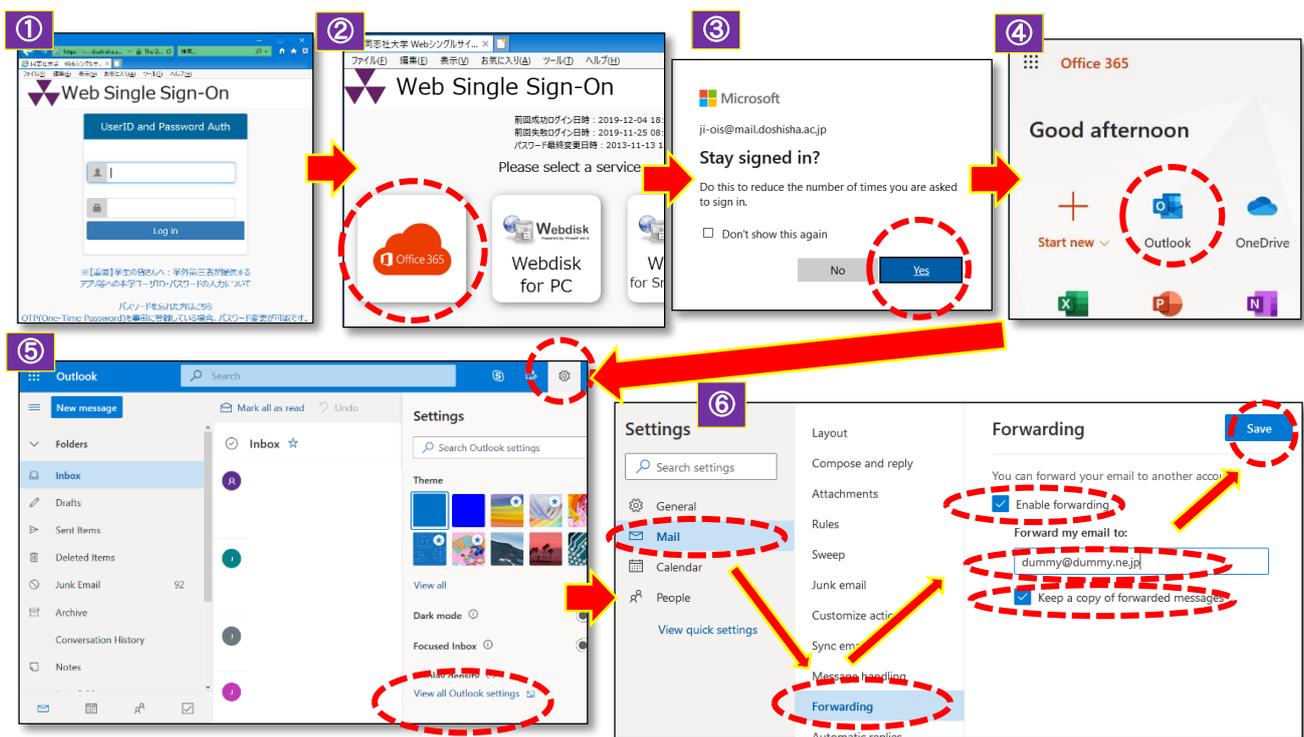
## 【How to set forwarding】

When Doshisha University (DU) sends official information by e-mails to you, we send them to the e-mail address which is given to you by the university (DU address). The DU mail system uses “Microsoft Office365”. Log in to Office365 at <https://sso.doshisha.ac.jp/>. (\*You can read more technical details at <https://it.doshisha.ac.jp/>. Various manuals are available at <https://it.doshisha.ac.jp/inside/list.html>.)

E-mails from DU are sent to your DU 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 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. You can choose using transfer settings within Office 365 or using the Outlook app.

## How to forward e-mails with Office 365

- ① Access to “DU Web Single Sign-on” ( <https://sso.doshisha.ac.jp/> )
- ② After logging in SSO, click “Office365” icon.
- ③ You will be asked “Stay signed in?”. “Yes” or “No” is OK.
- ④ Click the “Outlook” icon.
- ⑤ Click the “Settings” button in the top right → Click “View all Outlook settings” in the bottom right.
- ⑥ 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”.
- ⑦ When completed, try to send e-mails to your DU address to confirm that forwarding setting works correctly or not.



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.

In addition, forwarded e-mails might be recognized as junk e-mails. Therefore, registration of the “doshisha.ac.jp” domain in a whitelist is recommended.



### 【About language settings】

To change the language settings, click “General 全般” on the screen “⑥”, 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 “Save 保存”