

# Let's forward emails with Office 365

// To ensure you don't miss important emails or announcements from the university //

E-mails from Doshisha University (DU) are sent to your DU email address. Please make sure to check your messages regularly. We won't make exceptions for any issues caused by not checking your DU account. **To avoid missing important emails, we recommend forwarding them to your personal email address.** You can also use the 'Outlook' app on your smartphone. Please make sure to set up forwarding within Office 365 or directly in the Outlook app.

## How to set forwarding emails (Step 1~6)

Step  
1

Please visit the Doshisha University website using the QR code or link below. Scroll to the bottom of the page, find 'Contents Guide,' and click on 'Web Single Sign-On'(SSO). Enter a user ID, password, and select \*Imaging Matrix for multi-factor authentication to log in SSO.

\*If you haven't set up 'Imaging Matrix' or don't know how, please check the manual on the Doshisha IT Support Office website.



[Doshisha University Website](#)

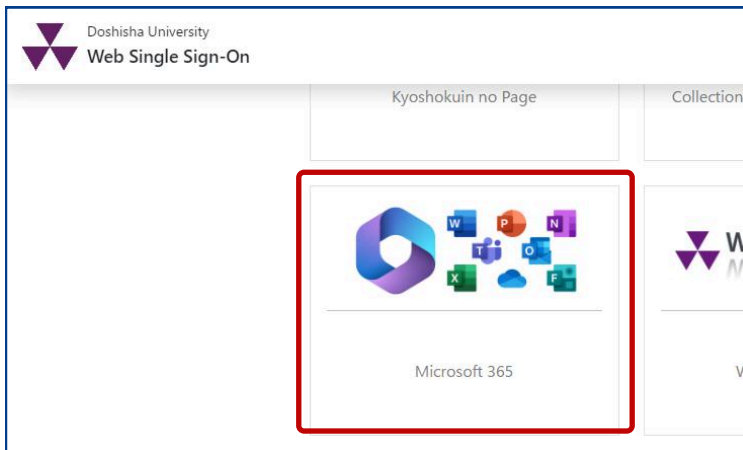


[Doshisha University IT Support Office](#)

\*The webpage is in Japanese, so please use a translator

Step  
2

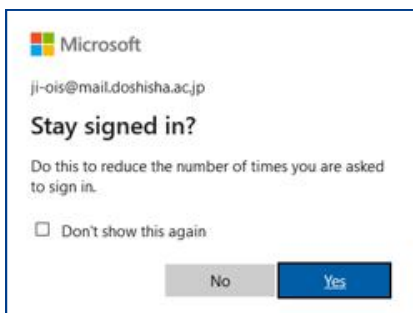
When you log in to 'SSO', the screen below will appear. Please click 'Microsoft 365' icon.



Step  
3

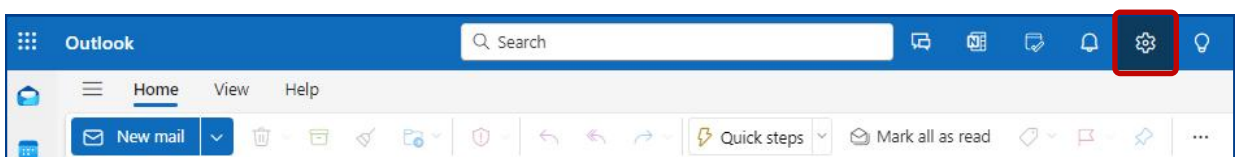
You will be asked 'Stay signed in?'; so please click 'Yes' or 'No'.

Please click on the 'App Launcher' icon (the square purple icon) and then click on the 'Outlook' icon.



Step  
4

Please click the 'Settings' button in the top right.

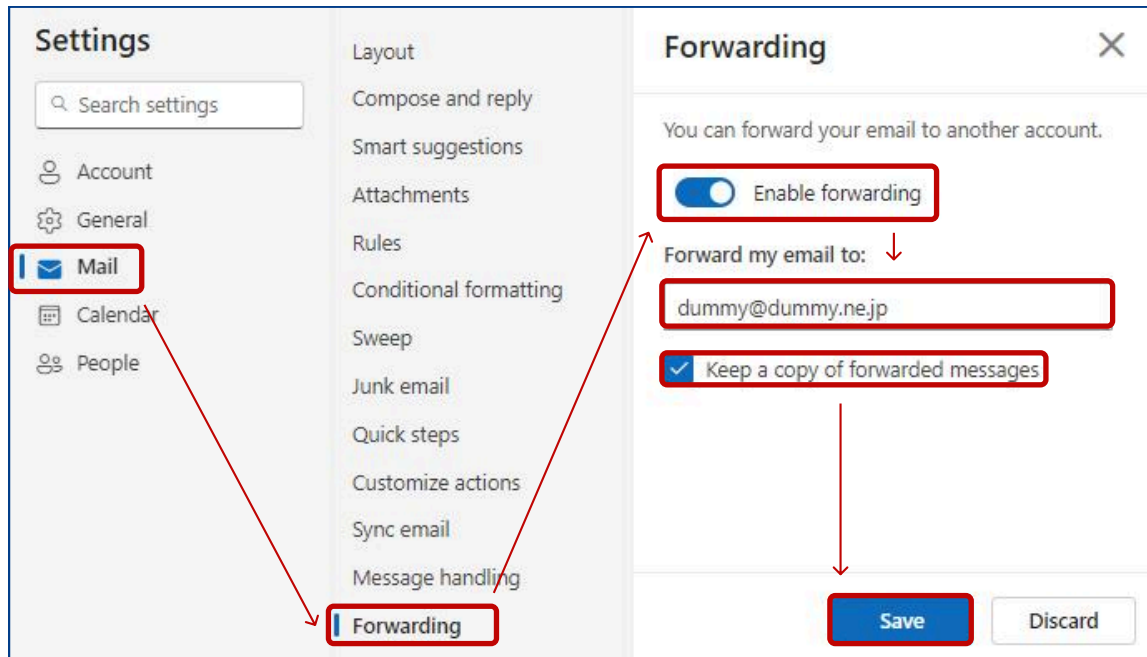


Please check the next page for step 5 to 6

Step  
5

On the left side of the screen, click 'Mail' and 'Forwarding'.

And then tick 'Enable forwarding', input your private e-mail address in 'Forward my email to:', and tick 'Keep a copy of forwarded messages'. Finally, click 'Save'.

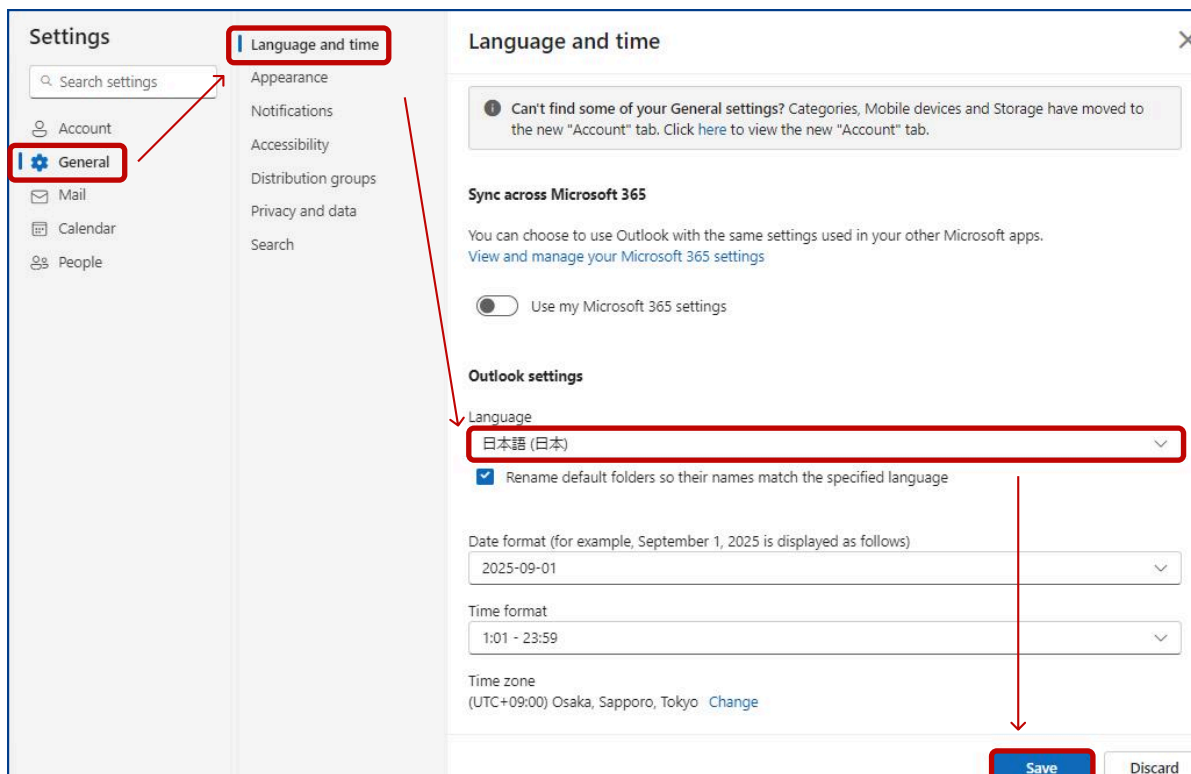


Step  
6

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' and 'Language and time'. Then select your choice of language from 'Language', and finally click 'Save'.



## 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.