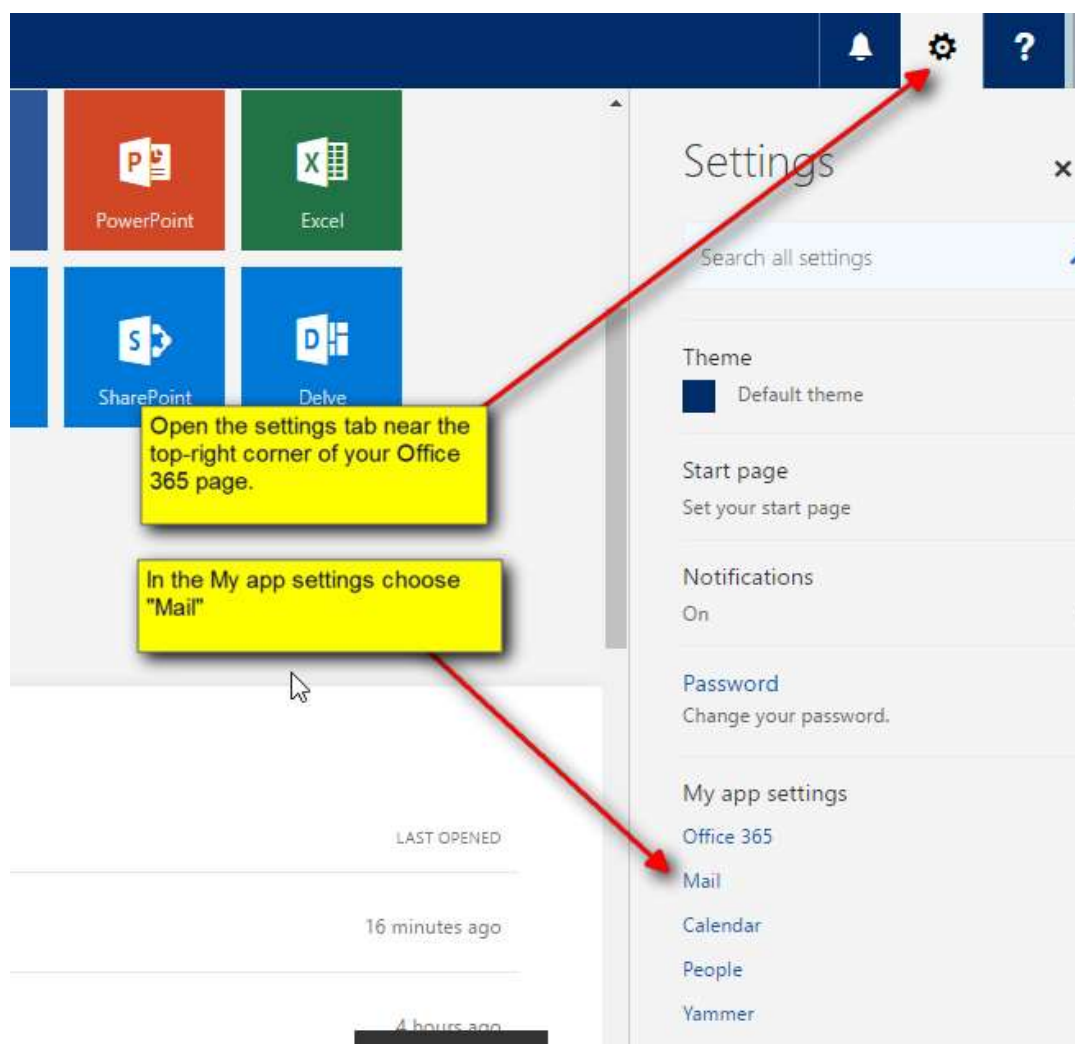
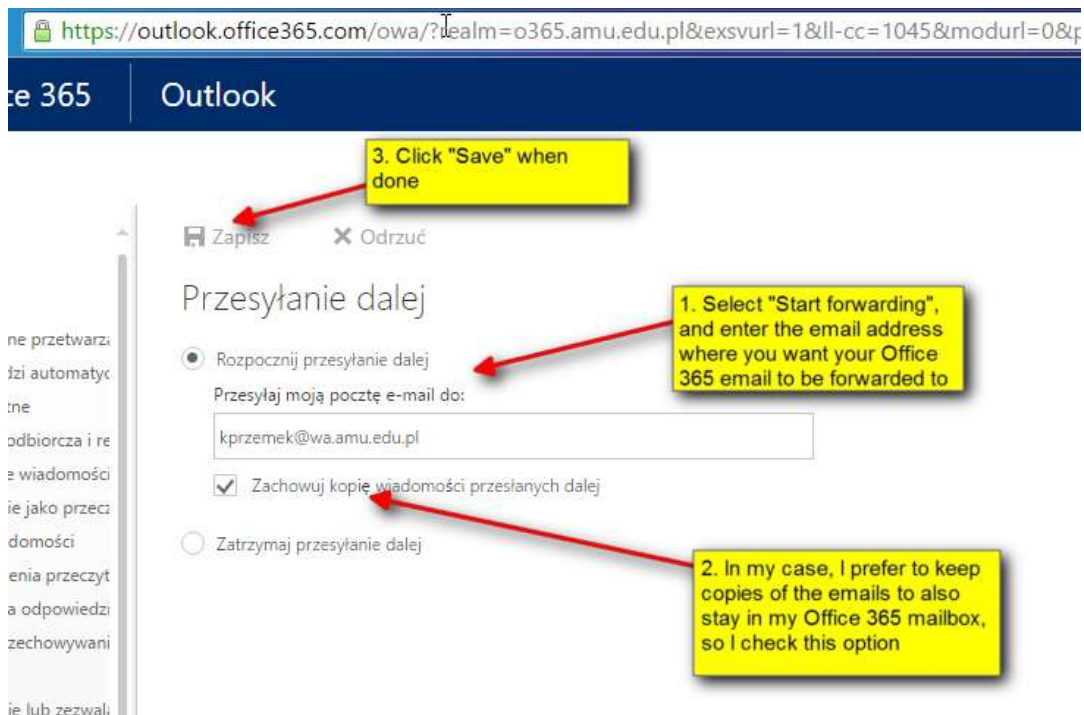
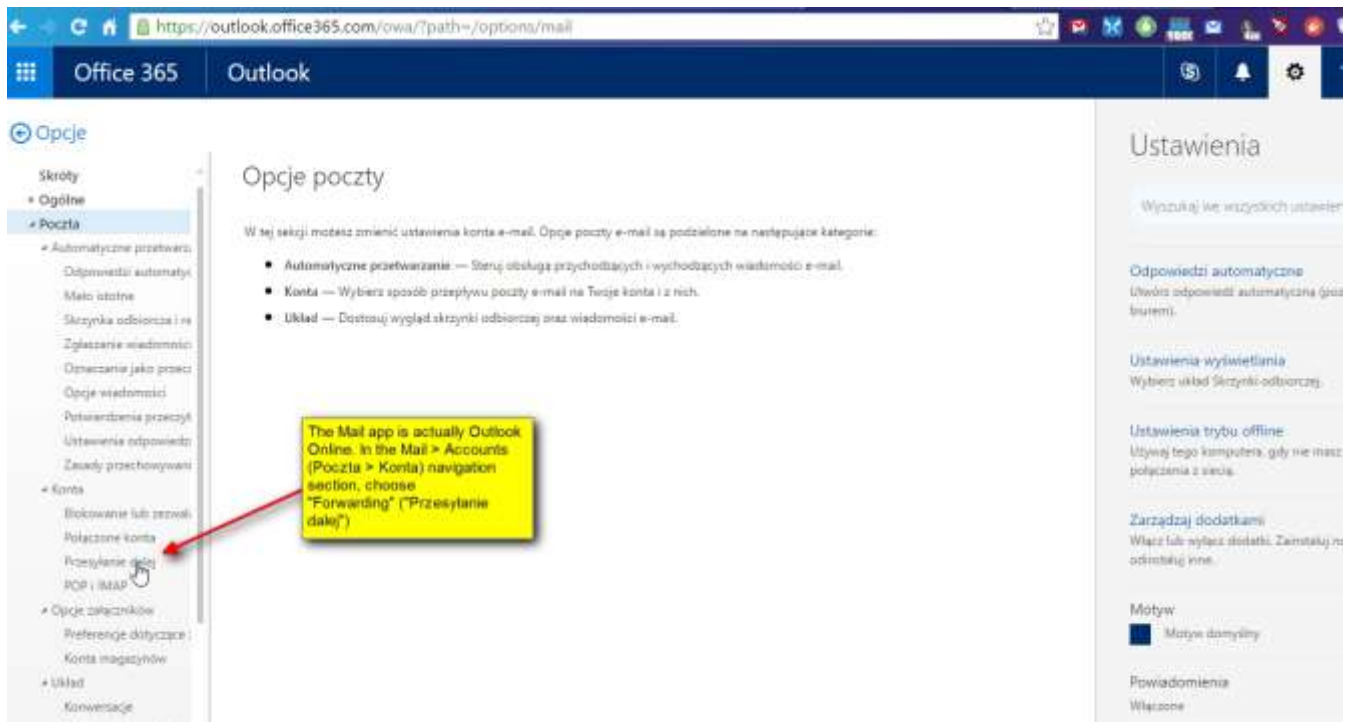


Receiving email from AMU Office365 – important note for Students

STUDENTS: As of 2016 2017, students' AMU email @st.amu.edu.pl is accessible only through the AMU Office365 platform. Students can send and receive mail via the Office365 Mail application (Outlook Online).

Some students prefer to access their email at other email accounts and auto-forward st.amu.edu.pl email to another personal address which they access more often. This is acceptable practice; **HOWEVER, we STRONGLY recommend that you configure any auto-forwarding of st.amu.edu.pl email in such a way that the original emails received always remain in your AMU student account.** We recommend the same procedure to Staff. Here are the steps I myself have followed:





Of vital importance is Point 2 in the screenshot above. Thanks to checking the option shown, you will never lose any email (or WA Moodle notification) sent to you even if something goes wrong with your private email account.

Please also remember that your Office365 email is fully functional for both sending and receiving email. We actually recommend that you use AMU Office365 directly for handling your email. Note the [Faculty of English requires that any email you send to WA Staff that concerns your studies should be sent from your university account](#) not from a private email address.

This ends the Students' tutorial for handling auto-forwards in AMU Office365 Mail.

Last updated: 2016-10-12 22:15.

Edited by: Przemysław Kaszubski