

Webmail 設定副本轉寄至校外信箱

1. 登入網路郵局「<https://webmail.cyut.edu.tw>」，帳號密碼與教職員資訊系統相同。
2. 點選「喜好設定」。
3. 點選「郵件」。
4. 填入個人校外信箱將副本轉寄並勾選「移除郵件的本機副本」。
5. 更改完成點選「儲存」。

The screenshot displays the Zimbra webmail interface for Chao Yang University of Technology. The top navigation bar includes '郵件' (Mail), '連絡人' (Contacts), '行事曆' (Calendar), '工作' (Tasks), '公事包' (Public Folders), and '喜好設定' (Preferences). The '喜好設定' menu item is highlighted with a red box and labeled '2.'. Below the navigation bar, there are buttons for '儲存' (Save), '取消' (Cancel), and '復原變更' (Revert Changes). The '儲存' button is highlighted with a red box and labeled '5.'. On the left sidebar, the '喜好設定' (Preferences) section is expanded, and the '郵件' (Mail) option is selected, highlighted with a red box and labeled '3.'. The main content area is titled '正在接收郵件' (Forwarding) and is highlighted with a red box and labeled '4.'. It contains the following settings:

- 郵件到達: 將副本轉寄至: (Mail arrival: Forward copies to:)
- Input field: 您的校外信箱 (Your external mailbox)
- Checkbox: 移除郵件的本機副本 (Remove local copies of forwarded mail)
- 來信通知: 顯示快顯通知 (Incoming mail notifications: Show pop-up notifications)
- 通知郵件匣: 收件匣中有新郵件時顯示通知 (Notify mailbox: Show notification when new mail arrives in the inbox)
- Notification option: 任何郵件匣中有新郵件時顯示通知 (Show notification when new mail arrives in any mailbox)

At the bottom, there is a calendar for August 2020.