

Manual

Mail Forwarding and Setting up Out of Office

Do this in your 'old' mail from Hendriks Hoteldiensten or Hotel Cleaning Company.

1. Automatic answer setting outlook

- 1.1. In your 'old' Outlook, click on "**Bestand**" in the top left corner
- 1.2. Click on the "**automatisch antwoorden**" button.
- 1.3. You will see a window where you can enter the text that will be automatically returned to you when someone sends you an e-mail. Make sure that you enter the text correctly for both tabs (within my organization & outside my organization).

Set this text:

Dear relation,

On 15 June Hendriks Hotel Services, Hotel Cleaning Company and EW Facility Services joined forces and our three organisations continued together under the name EW Facility Services. This means that this mail address will no longer be read out. You can reach me at my new e-mail address: [here's your new ew-mail address].

Kind regards,

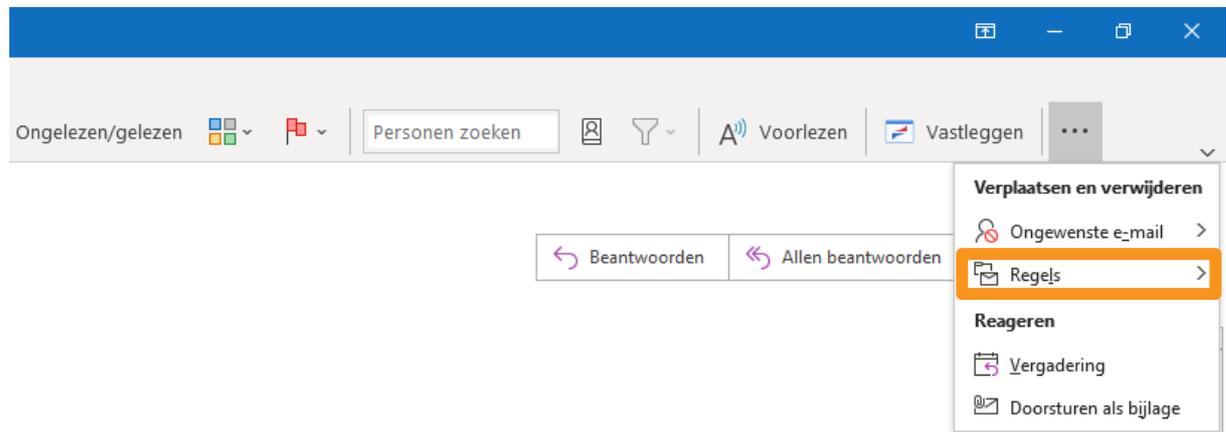
[put your name here]

[put your function here]

- 1.4. Turn on automatic answering by selecting the dot under "**automatisch antwoorden verzenden**".
- 1.5. Automatic answer is now set correctly.

2. Forward email from your old email address to your new ew-mail

2.1. Click in your 'old' Outlook on **Start**. In the bar below Start, you can find the button '**Regels**'.



- 2.2. Click on this and then on **Regels en waarschuwingen beheren**. The Rules window now opens.
- 2.3. Click on " **Nieuwe regel** " at the top left to set the forwarding.
- 2.4. Click under the heading 'Beginnen met een sjabloon of een lege regel' on "**Regel toepassen op berichten die ik ontvang**" en click on "**Volgende**".
- 2.5. In the window that now appears, you can set additional requirements for messages. Because we want all messages to be forwarded, leave this window blank and click "**Volgende**".
- 2.6. You will now see a warning that the rule will be applied to every message you receive. Click on "**Ja**".
- 2.7. In the next screen (note: this screen is similar to the previous one) you will see another list of possibilities. You want to forward your messages, so tick "**het doorsturen naar personen of openbare groep**". At the bottom of the window, under Step 2, click on the underlined section **onderstreepte deel personen of openbare groep**. In the wizard, search for contact name or enter your new ew-mail address at the bottom and click **OK**.
- 2.8. Under Step 2 there will now be a summary of the action that will be performed (in somewhat crooked Dutch): *This line after the message is received forwarding it to [here is your new address]*.
- 2.9. Click on **Voltooien** and once more on **OK**. Test to make sure you did it right. It may take a few minutes for your forwarded messages to appear in your ew-box.