



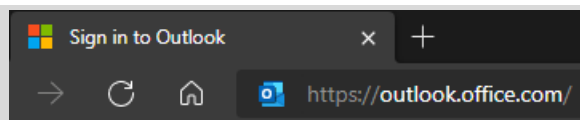
Instructions

Enable e-mail forwarding

Introduction

This guide explains how to enable e-mail forwarding.

In a browser: <https://outlook.office.com/>

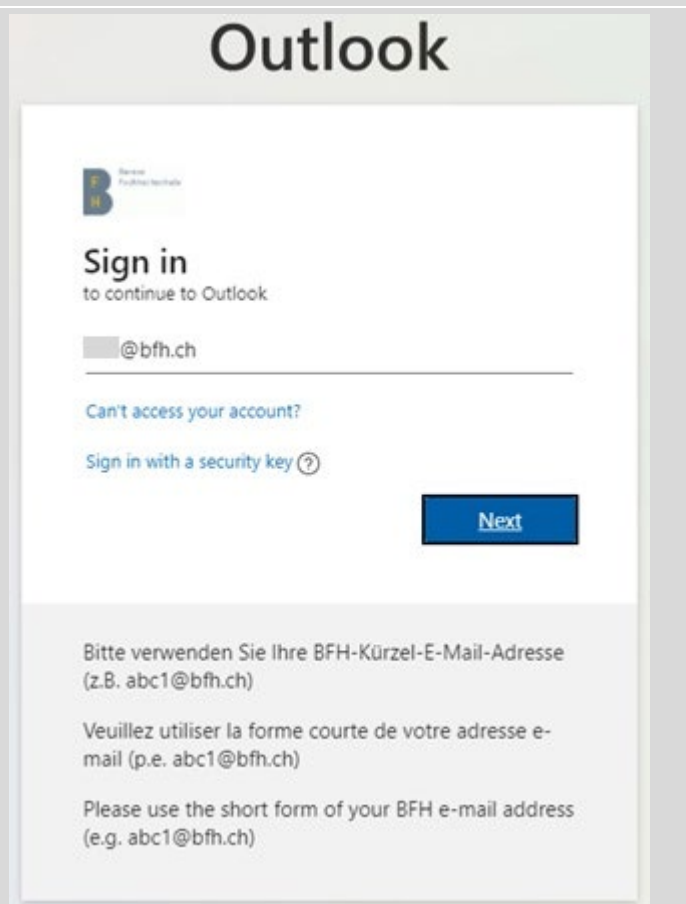


Please use the short form of your BFH e-mail address.

Employees: e.g. abc1@bfh.ch

Students: e.g. abcde1@bfh.ch

Confirm with «Next».





Enter your personal BFH password and confirm with «Sign in».

The screenshot shows the Outlook sign-in interface for a BFH user. At the top, the word "Outlook" is displayed in a large, bold, black font. Below it is the BFH logo (a blue square with a white 'B' containing 'F' and 'H') and the text "Berner Fachhochschule". A grey box contains a partial email address "@bfh.ch". The main heading is "Enter password" in bold black text. Below this is a password input field with a series of dots. A blue link "Forgotten my password" is positioned to the left of a blue "Sign in" button. At the bottom, there are three lines of instructions in German, French, and English, all advising the user to use the short form of their BFH email address (e.g., abc1@bfh.ch).

Confirm access to your mailbox with the additional factor you have chosen (usually the MS Authenticator app on your smartphone). Further information and instructions on MFA can be found here: bfh.ch/MFA/EN

The screenshot shows the Outlook MFA approval page. At the top, the word "Outlook" is displayed in a large, bold, black font. Below it is the BFH logo and the text "Berner Fachhochschule". A grey box contains a partial email address "@bfh.ch". The main heading is "Approve sign-in request" in bold black text. Below this is an instruction: "Open your Microsoft Authenticator app and approve the request to sign in." A blue link "can't use my Microsoft Authenticator app right now" is highlighted with a black border. A blue link "More information" is positioned below the instruction. At the bottom, there are three lines of instructions in German, French, and English, all advising the user to use the short form of their BFH email address (e.g., abc1@bfh.ch).

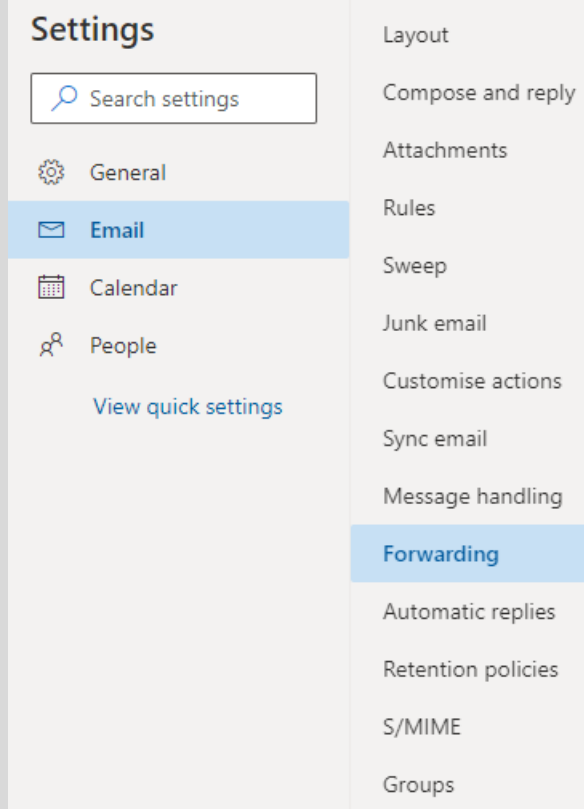


Go to «Settings».

Then click on «View all Outlook settings».



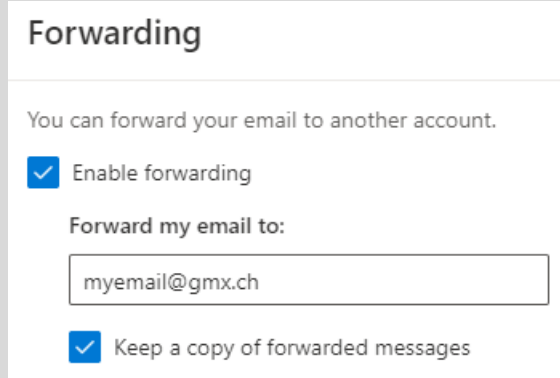
Go to «Forwarding».



We recommended that you activate the option "Keep a copy of forwarded messages".

Click on «Save».

The e-mail forwarding is now activated.



Contact

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