HAIMAIL
FIRST STEPS

CONTENT

LANGUAGE SETTINGS

1) Login to your HAImail via https://haimail.alumni.uni-heidelberg.de/

2) After logging in, click on the "wheel" symbol in the top right-hand corner
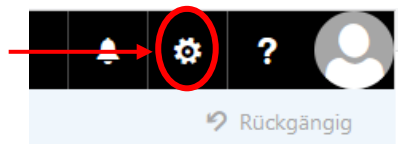
and then click on "Options" in the selection that opens.
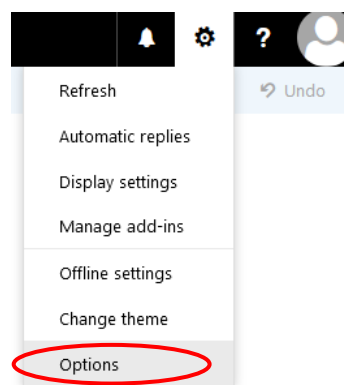
3) In the menu that appears on the left, click on "General" at the top, then on "Region and time zone ".

4) Now you can choose the language according to your liking in the main area and then save it.

TIME ZONE SETTINGS

1) Login to your HAImail via https://haimail.alumni.uni-heidelberg.de/
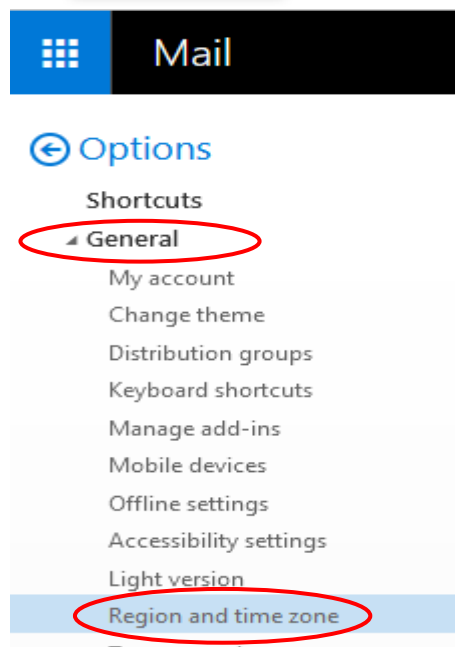
2) After logging in, click on the "wheel" symbol in the top right-hand corner

and then click on "Options" in the selection that opens.

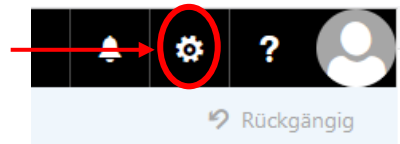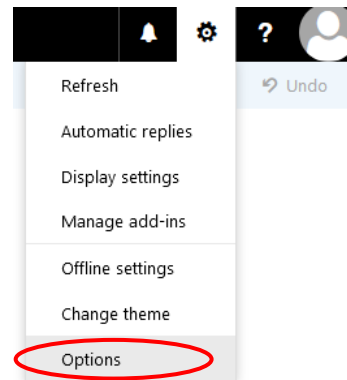**3)** In the menu that appears on the left, click on "General" at the top, then on "Region and time zone ".

4) Now you can choose your current time zone in the main area and then save it.

CREATE EMAIL SIGNATURE

1) Login to your HAImail via https://haimail.alumni.uni-heidelberg.de/

2) After logging in, click on the "wheel" symbol at the top right

and then click on "Options" in the selection that opens.
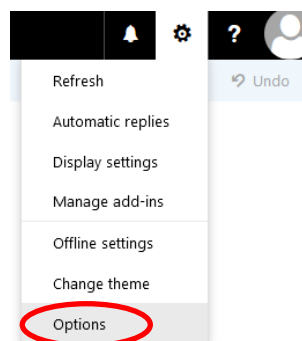
3) In the menu that appears on the left, click on "Mail", then on "Layout" and then on "Email signature".

4) Now you can create the signature according to your wishes in the main area and then save it.

CREATE AUTOMATIC REPLY (ABSENCE NOTE)

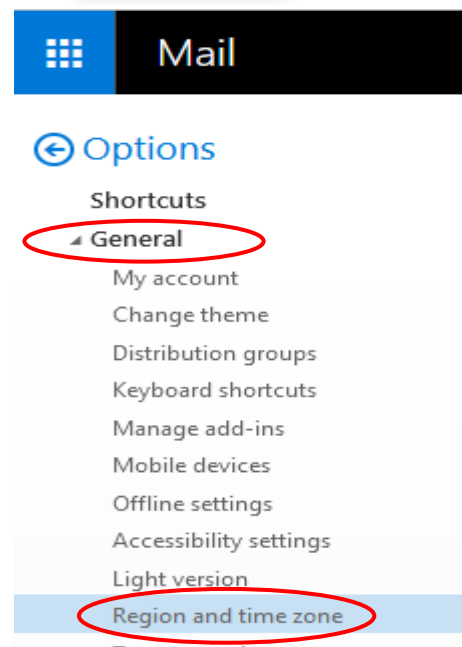1) Login to your HAImail via https://haimail.alumni.uni-heidelberg.de/

2) After logging in, click on the "wheel" symbol in the top right-hand corner

   and then click on "Options" in the selection that opens.

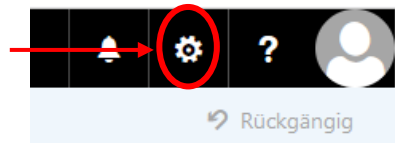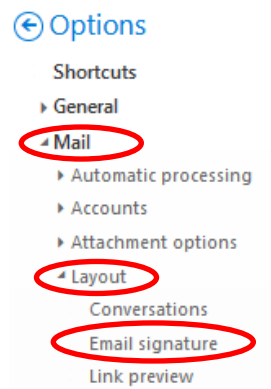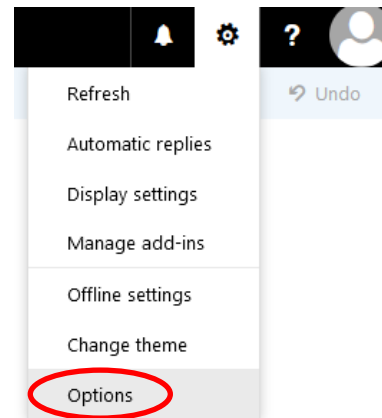3) In the menu that appears on the left, click on "Mail", then on "Automatic processing" and then on "Automatic replies".

4) Now you can activate the automatic reply (absence note) in the main area and make your personal settings for it.

CREATE FORWARDING

1) Login to your HAImail via https://haimail.alumni.uni-heidelberg.de/
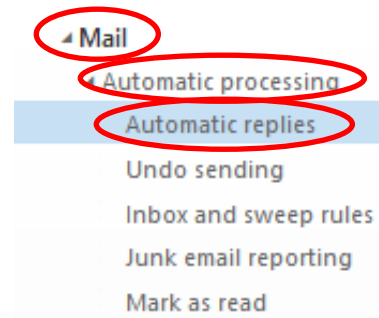
2) After logging in, click on the "wheel" symbol in the top right-hand corner

and then click on "Options" in the selection that opens.
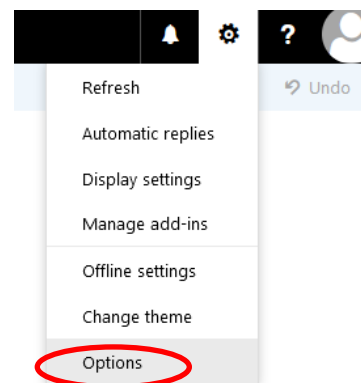
3) In the menu that appears on the left, click on "Mail", then "Automatic processing", then "Inbox and sweep rules".
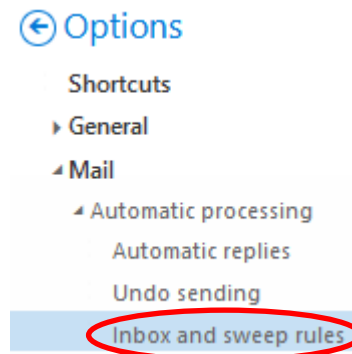
4) In the main area in the middle, you can use rules to define various actions for your emails that will be carried out automatically, e.g. forwarding all incoming emails to another email account.

5) Click on the "+" symbol to create a new inbox rule for forwarding. A new window appears.

d.

🖪 OK   ✕ Cancel

New inbox rule

Name   **a.**
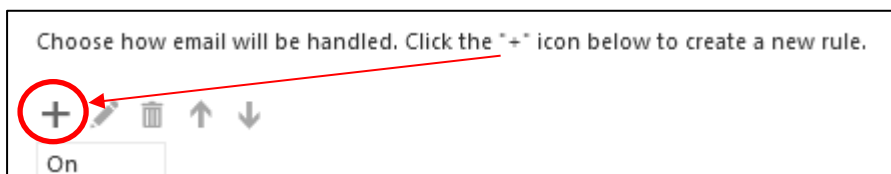
6) In the new window, configure the rule as follows:

   a. Assign a name (e.g. Forwarding)

   b. Under "When the message arrives, and it matches all these conditions", select the last option "[Apply to all messages]" in the selection list that opens.

When the message arrives, and it matches all of these conditions
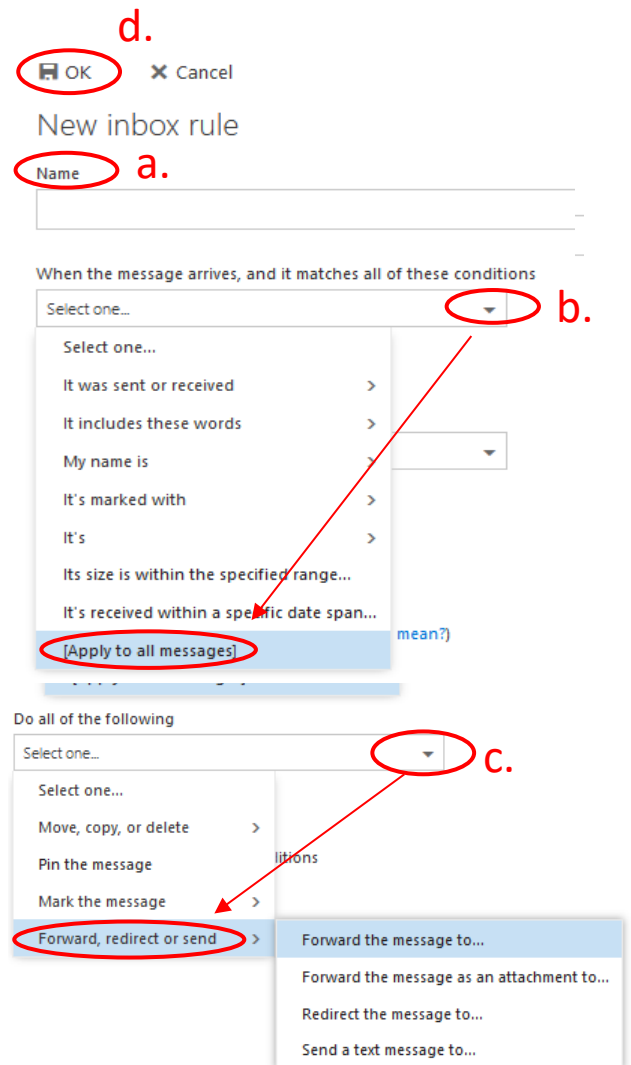
Select one...   ▾   **b.**

    Select one...
    It was sent or received   >
    It includes these words   >
    My name is   >
    It's marked with   >
    It's   >
    Its size is within the specified range...
    It's received within a specific date span...   mean?)
    [Apply to all messages]

   c. Then, under "Do all of the following", select the last option "Forward, redirect or send" and then select your desired option in the new menu:

Do all of the following

Select one...   ▾   **c.**

    Select one...
    Move, copy, or delete   >
    Pin the message   litions
    Mark the message   >
    Forward, redirect or send   >   Forward the message to...
                                   Forward the message as an attachment to...
                                 Redirect the message to...
                                 Send a text message to...

What is the difference between forwarding and redirecting:
- *If a mail is **forwarded**, the sender is you; if the recipient of the forwarded mail clicks on "Reply", this person writes to you.*
- *If a mail is **redirected**, the sender remains the same; if the recipient of the redirected mail clicks on "Reply", this person writes to the original sender.*

In the new window, enter the e-mail address to which your messages should be redirected or forwarded and click on "Save".

✓ Save   ✕ Cancel

Forward the message to...

  »   🔍 Search People

    Your contacts   By first name ▾
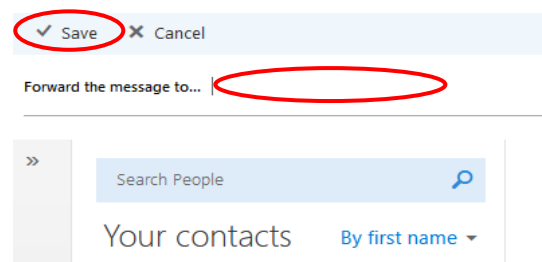
   d. Click on "OK" to confirm your new forwarding rule.

If you have any further questions, please do not hesitate to contact the HAImail administration at postmaster@alumni.uni-heidelberg.de.