

ILLINOIS VALLEY COMMUNITY COLLEGE

Center for Excellence in Teaching, Learning, and Assessment (CETLA)

Forwarding Office 365 Emails

Faculty should consider forwarding the email from their @Office365.ivcc.edu email accounts to their standard IVCC first_lastname@ivcc.edu accounts. Students have on occasion found faculty members listed in the @Office365.ivcc.edu with their student email address listed or the temporary Office365 account issued after the cyber-attack. Forwarding these email accounts to the standard IVCC faculty email will ensure that they receive all emails sent by students.

To Forward:

1. Click Settings (gear in upper right)
2. Select View All Outlook Settings which is at the bottom of the list
3. In the second column, choose Forwarding
4. Click the box for Enable Forwarding, enter their @ivcc.edu email, and check the box to keep a copy of forwarded messages (back-up, just in case).
5. Click Save in the lower right corner

To Autoreply:

In this same Settings and View All Outlook Settings area:

1. Select Automatic replies
2. Adjust the toggle to Automatic replies on
3. Enter in the field to Send automatic replies inside your organization
 - a. For example, I have: This is not my instructor address. Email me at Heather_Crawley@ivcc.edu.
4. Check the box to Send replies outside your organization and enter your same message in this field.
5. Click Save in the lower right corner

CETLA Center for Excellence in Teaching, Learning, and Assessment

CETLA is a comprehensive one-stop support shop for all IVCC faculty. CETLA is located in room 321 in the E building. The space offers all faculty access to a copier, printer, computers, and the CETLA staff who can assist with any instructional need. CETLA is staffed Monday through Friday and faculty are welcome to access CETLA if staff are not present; use your IVCC ID to unlock the door

