



## ICTS Guides

How to forward all the UNESCO  
e-mail to your ICTP account



From your browser, go to:  
<https://mail.unesco.org>

The screenshot shows the UNESCO Webmail login interface. At the top left is the UNESCO logo with the text 'United Nations Educational, Scientific and Cultural Organization'. To the right is the 'UNESCO Webmail' title and a colorful dove icon. Below this is a 'Security ( show explanation )' section with three radio buttons: 'This is a public or shared computer' (selected), 'This is a private computer', and 'Use the light version of Outlook Web App'. There are two input fields for 'User name:' and 'Password:'. A 'Sign in' button is located to the right of the password field. At the bottom, it says 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.' The footer of the page states 'This service is provided by the Bureau of Knowledge and Information Systems Management (MSS/BKI)'.

UNESCO  
United Nations  
Educational, Scientific and  
Cultural Organization

## UNESCO Webmail

Security ( show explanation )

This is a public or shared computer  
 This is a private computer

Use the light version of Outlook Web App

User name:

Password:

**Sign in**

Connected to Microsoft Exchange  
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Management (MSS/BKI)



## Add your account credentials *as obtained by ICTP Personnel Office:*

It could be:

1) User name: **hq**\<initial of your name>\_<family name>

Password: <the one communicated by the Personnel Office>

2) User name: **fu**\<initial of your name>\_<family name>

Password: <the one communicated by the Personnel Office>

In the example for Enrico Fratnik:

HQ\e\_fratnik

Please note the hq or fu in front and the “\”, all without spaces !!!!



# UNESCO Webmail



Security ( show explanation )

- This is a public or shared computer
- This is a private computer
  
- Use the light version of Outlook Web App

User name:

Password:

**Sign in**

Then press the "Sign in" Button

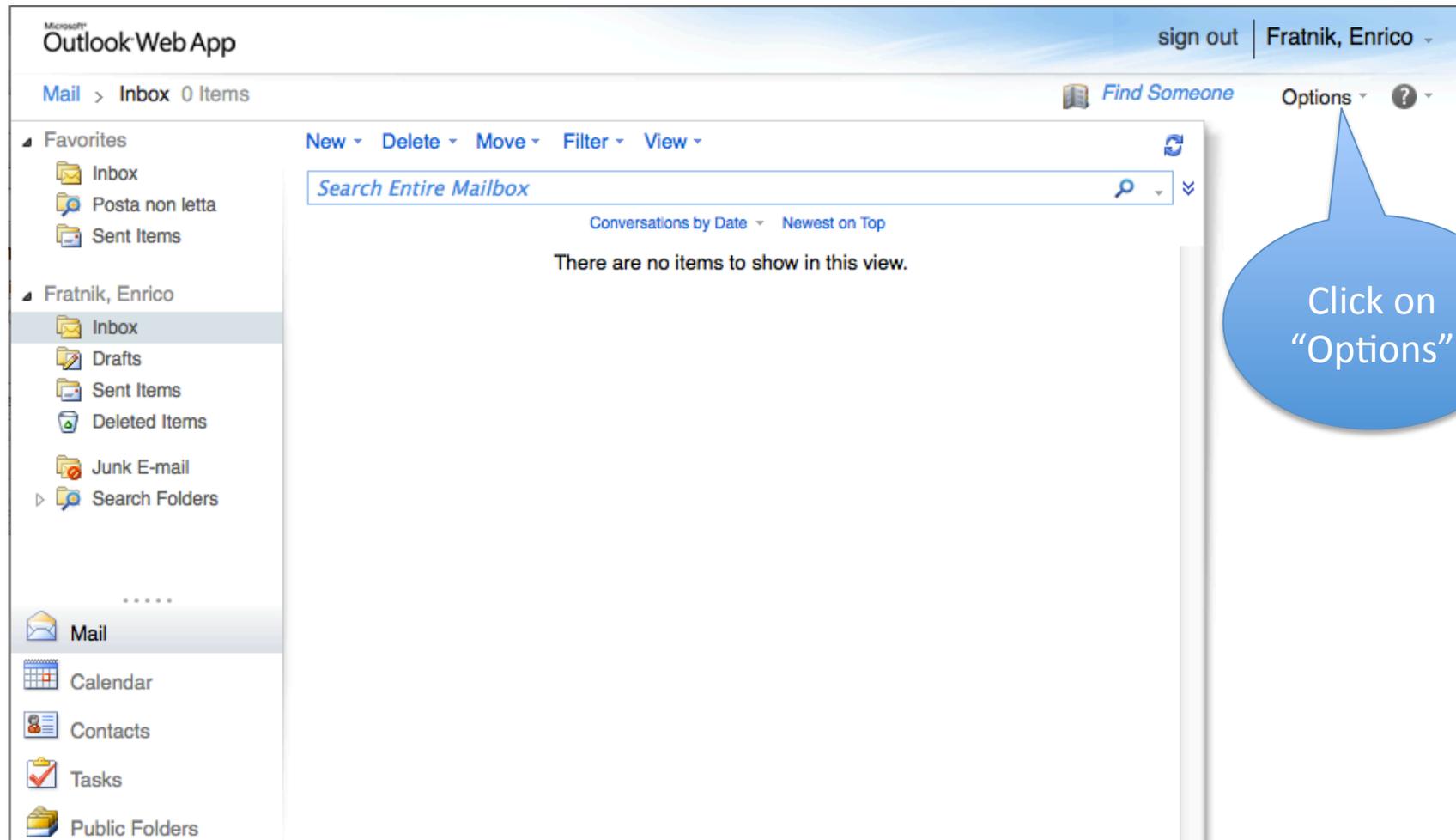
Connected to Microsoft Exchange

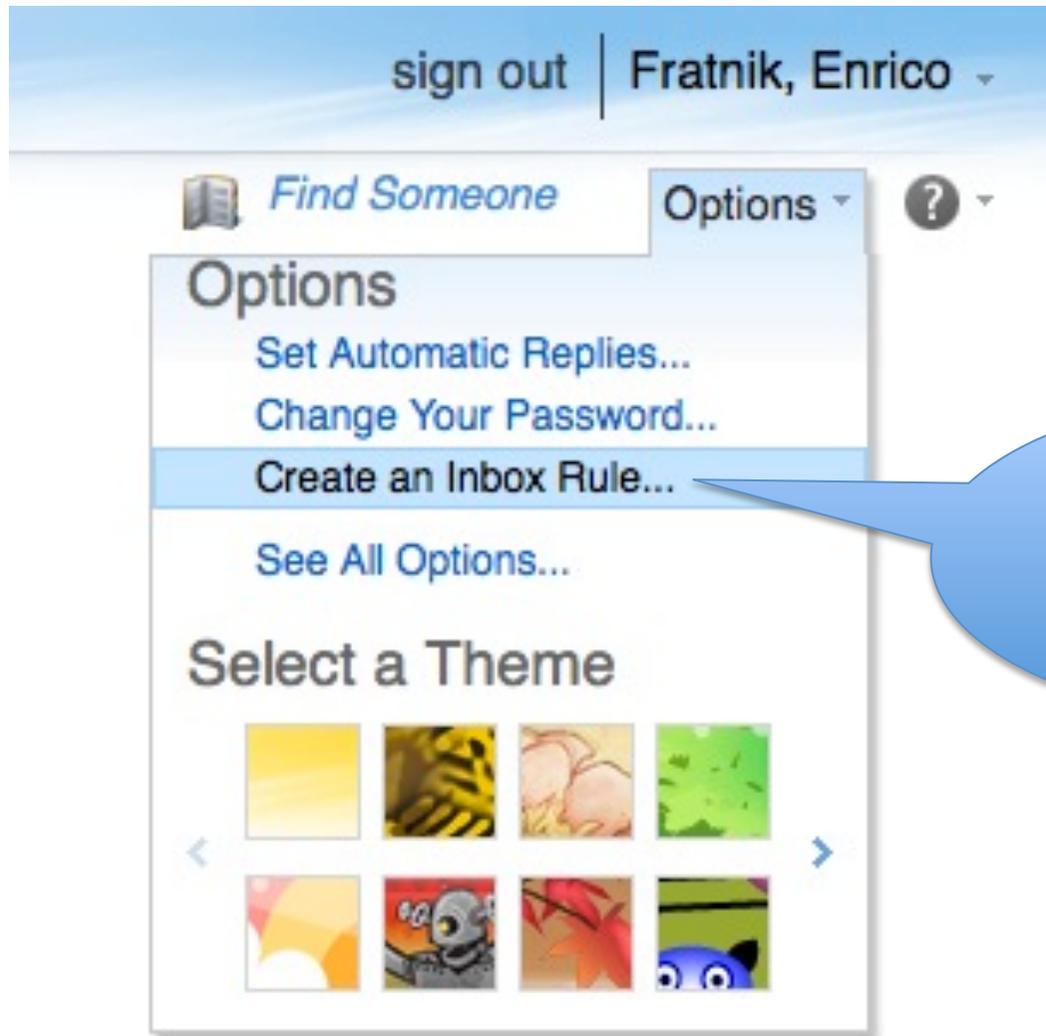
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It will be displayed:





... and then, select:  
"Create an Inbox  
Rule..."



Microsoft® Outlook Web App sign out | Fratnik, Enrico

Mail > Options My Mail ? ▾

Account

**Organize E-Mail**

Groups

Settings

Phone

Block or Allow

**Inbox Rules** Automatic Replies Delivery Reports

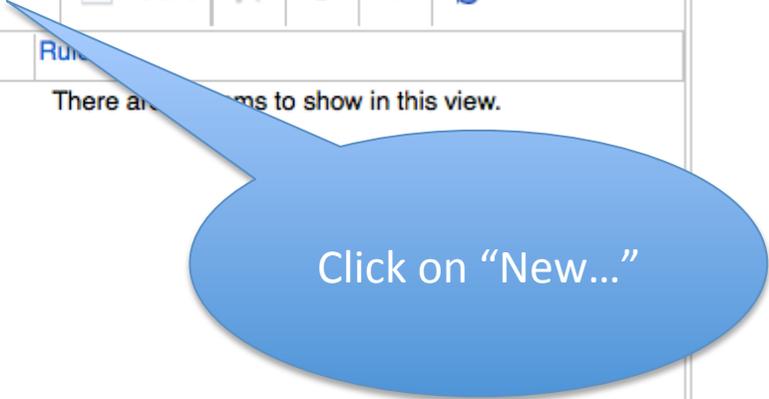
### Inbox Rules

Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.

 New... ▾  Details    

On	Rule
There are no items to show in this view.	

0 selected of 0 total



Click on "New..."



Microsoft  
Outlook Web App

Mail > Options

Account

**Organize E-Mail**

Groups

Settings

Phone

Block or Allow

**Inbox Rules** Automatic Replies Delivery Reports

### Inbox Rules

Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.

New... Details X [Up Arrow] [Down Arrow] Refresh

- Create a new rule for arriving messages...
- Move messages from someone to a folder...
- Move messages with specific words in the subject to a folder...
- Move message sent to a group to a folder...
- Delete messages with specific words in the subject...

no items to show in this view.

... and then select:  
"Create a new rule  
for arriving  
messages..."



A new window will be displayed:

The screenshot shows the 'New Inbox Rule' form. The first dropdown menu, labeled '\* When the message arrives, and:', is highlighted with a blue callout bubble that says 'Click here...'. Below it is another dropdown menu labeled 'Do the following:' with the text 'Select one'.

The screenshot shows the 'New Inbox Rule' form with the dropdown menu open. The options listed are: 'Select one', 'It was received from...', 'It was sent to...', 'It includes these words in the subject...', 'It includes these words in the subject or body...', 'It includes these words in the sender's address...', 'My name is in the To or Cc box', and '[Apply to all messages]'. A blue callout bubble points to the '[Apply to all messages]' option. At the bottom right, there are 'Save' and 'Cancel' buttons.

... and select: "[Apply to all messages]"



New Inbox Rule

https://mail.unesco.org/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=1&ReturnObj

New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives, and:

[Apply to all messages]

Do the following:

Select one

- Select one
- Move the message to folder...
- Mark the message with a category...
- Redirect the message to...
- Delete the message
- Send a text message to...

Click on "Select one" ...

... and choose: "Redirect the message to..."

✓ Save | ✗ Cancel



The following will be displayed:

Address Book

https://mail.unesco.org/owa/?ae=Dialog&t=AddressBook&a=PickTo

Address Book

- Default Global Address...
- All Rooms
- Show other address lists

Contacts

- My Contacts
  - Contacts

Contacts List:

- \* User account for ED networking  
ed.install@unesco.org
- 1\_DL  
Group  
1\_DL@unesco.org
- 10kprincipals  
10kprincipals@unesco.org
- 191 EXB-Calendar/191 EXB-Calendarier  
191EXB-Calendar@unesco.org
- 1954 Hague Convention  
CLT/CIH  
54HC@unesco.org
- 1999 Second Protocol  
CLT/CEH/CHP  
99SP@unesco.org
- 1pourcent  
Group  
1pourcent@unesco.org
- 1pourcent\_ListeA  
Group  
1pourcent\_ListeA@unesco.org

\* User account for ED networking

Contact Alias E-mail

ed.install  
ed.install@unesco.org

Organization

Message recipients:

To -> enricof@ictp.it

OK Cancel

Add here your ICTP e-mail address; in this example: "enricof@ictp.it"

And press "OK"



## Save the rule you just created...

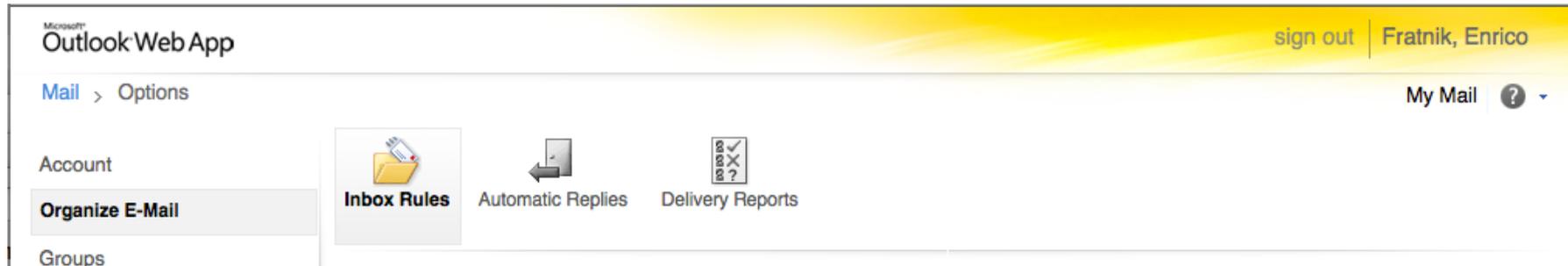
The screenshot shows a web browser window titled "Inbox Rule" with the URL <https://mail.unesco.org/ecp/RulesEditor/EditInboxRule.aspx?pwmcid=1&id=1fc896>. The page content includes:

- Section: **Edit rule: Forward all to ICTP**
- Section: **\*Required fields**
- Section: **Apply this rule...**
- Field: **\* When the message arrives, and:** with a dropdown menu set to "[Apply to all messages]".
- Field: **Do the following:** with a dropdown menu set to "Redirect the message to..." and the email address ['enricof@ictp.it'](mailto:enricof@ictp.it) entered.
- Link: **More Options...**
- Buttons: **Save** (with a green checkmark icon) and **Cancel** (with a red X icon).

A blue callout bubble points to the "Save" button, containing the text: "Pressing the 'Save' Button".



# Log out



Then, Log out pressing the "Sign out" Button