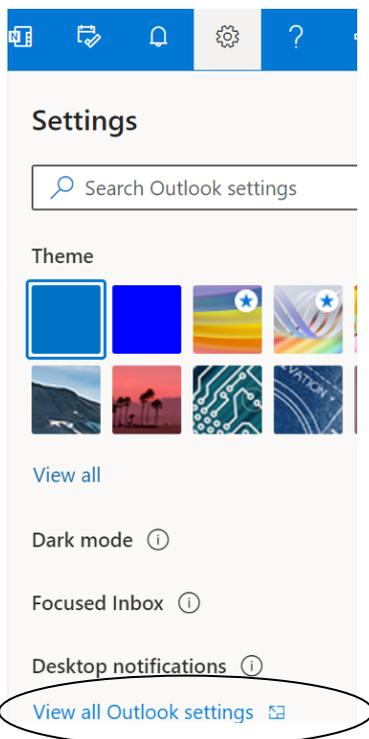


How to check auto-forward rules on your generic (practice) mailbox

1. Log into own, personal nhs.scot account
2. Access shared mailbox by clicking on your initials on top right hand corner and “open another mailbox”
3. Type your generic email account name which will now be in the format dental.gdgXXXXXd@nhs.scot with your site number inserted where the ‘X’s are eg dental.gdg00123d@nhs.scot. When you start to type this in the future, the last address will be auto-suggested
4. Within the tab of the shared mailbox click on the cog at the top right hand corner



5. Click “View all Outlook Settings”



6. Click Rules



From here you can “add new rule”(eg forwarding to another email address of your choice) or edit or remove previous rules (eg the forwarding to your redundant nhs.net address)