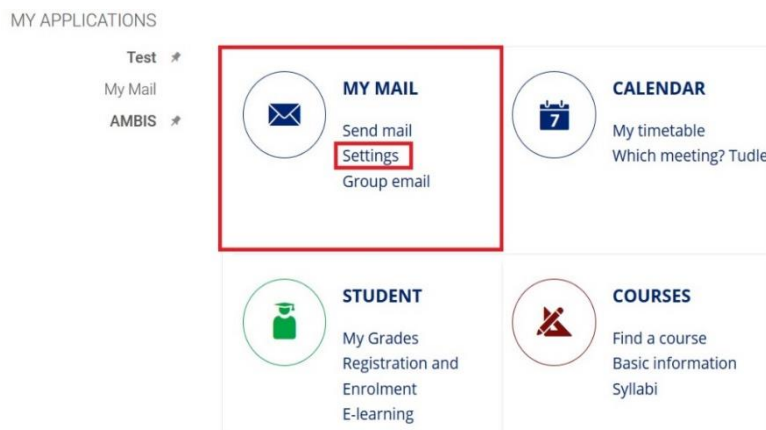


My Mail

The Information System (IS) houses a mail server facilitating communication within the University. Every user has his/her own **IS mailbox**, which can be accessed via the **My Mail** app.

The System uses the mailbox for messages sent by the Dean, teachers, and other staff. **It is every user's duty to read the messages delivered to the mailbox**, as this is one of the official communication channels between the university and the users.

Provided you use a reliable email account outside the Information System, **you can have your mail forwarded to that account.**



In the **Settings** you can enter your **private email address** to which emails will be forwarded:

Email settings

« Back to the message list Contacts | Folders and Limits | S addresses

General settings

Forward messages to:

If you enter a different email address, all the messages addressed to 4856@mail.ambis.cz (or your user_name@mail.ambis.cz) will automatically be forwarded to that address. The System does not keep the copies of forwarded messages. The change in forwarding will take effect within 10 minutes. You can cancel the forwarding by deleting the entered address and then confirming it.

Do not display my forwarding address.
This option enables you to specify whether you want to display the email address to which the IS forwards your mail on your Personal Page.

Notifications about the newly received messages:

[Display description: Instructions on how to set email notifications](#)


Filter type used for phone notifications:

Specify which messages you wish to be notified of. Those generated by the Information System AMBIS (e.g. the automatically sent notifications of grade-related changes) may contain a passage summarizing the message. These are called system messages.

How the **inbox** looks like:

iS > My Mail > Message List ✦

List of messages stored in the folder Inbox



Home 🏠

MY APPLICATIONS

- Test ✦
- My Mail
- AMBIS ✦

New mail (group) | Contacts | Folders and Limits | Settings | Block addresses | Help and rules

The messages occupy **0 %** of the available space.

Simplified version

Folder: **Inbox (346)** | Refresh | Limit to: **Important only** | Tags and highlighting -

Mark: **all, none** | Messages in this folder: **items selected** | Operation: **remove** | OK

| | Sender | -Subject | Threads | Date | Size |
|--------------------------|--------|-------------------------|--|------------|--------|
| <input type="checkbox"/> | T | Informační systém AMBIS | Úřadovna IS AMBIS: Rozeslání k připomínkám (Opatření rektorky) | Tue 14. 2. | 1,6 KB |
| <input type="checkbox"/> | NT | Informační systém AMBIS | Úřadovna IS AMBIS: Uzavřít spis | Wed 8. 2. | 1,1 KB |
| <input type="checkbox"/> | NT | Informační systém AMBIS | Úřadovna IS AMBIS: Předání spisu studentovi před uzavřením ... | Wed 8. 2. | 1,6 KB |
| <input type="checkbox"/> | NT | Informační systém AMBIS | Úřadovna IS AMBIS: Uzavřít spis | Wed 8. 2. | 1,1 KB |
| <input type="checkbox"/> | NT | Informační systém AMBIS | Úřadovna IS AMBIS: Uzavřít spis | Wed 8. 2. | 1,1 KB |