

Automatic Forwarding of SAP Messages to Outlook

There is functionality in SAP to automatically forward messages generated within SAP to an email system outside of SAP, e.g. our Outlook system. We have implemented this functionality.

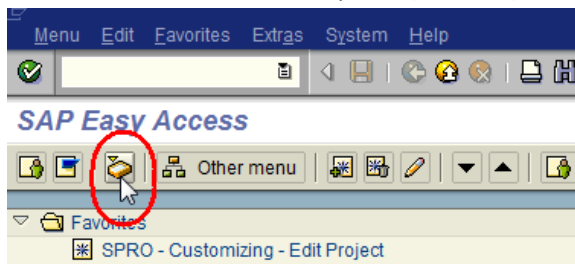
Please note: If you activate this functionality, ALL messages to your SAP inbox will be forwarded to the designated email address. Some SAP users receive messages containing confidential information e.g. Human Resources reports. If you set up the forwarding described here, those messages would also be forwarded. University email is NOT a secure medium for transmitting confidential information. In addition, you should use this forwarding only for email addresses within the overall PASSHE email system. This means that you should forward messages to your university email address, but not to a personal email account like yahoo or gmail.

The system is set up as “opt-in” functionality. You can choose whether to have messages forwarded. If you wish to have the messages forwarded from SAP to Outlook, you must set up mail forwarding in your SAP inbox. Of course this step (described below) needs to be done only ONE TIME.

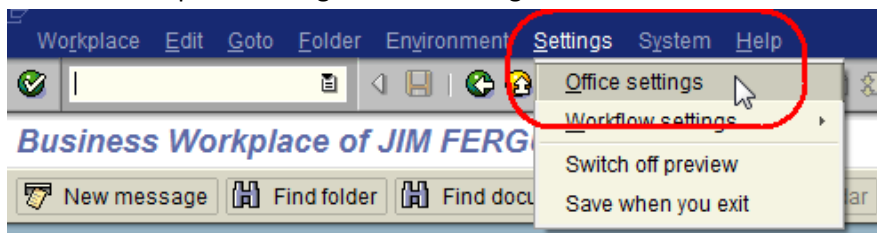
Note: If you DON'T want messages forwarded to Outlook, then do nothing and you will continue to view the messages in your SAP inbox.

Setting up forwarding of SAP messages to Outlook

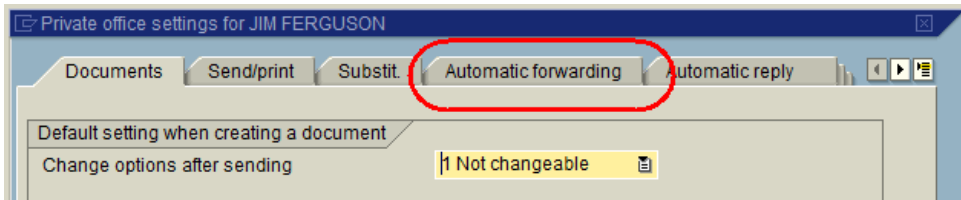
1. Log on to SAP
2. Click the SAP Business Workplace (mailbox) button – circled below



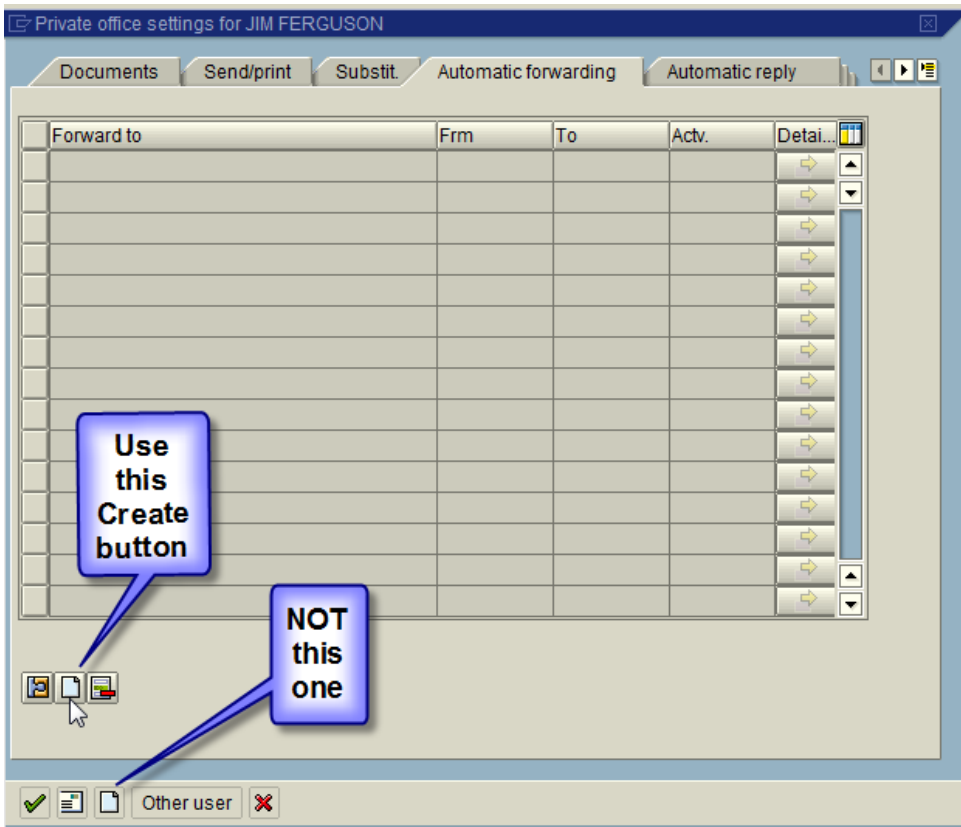
3. Click on menu path: Settings> Office settings – circled below



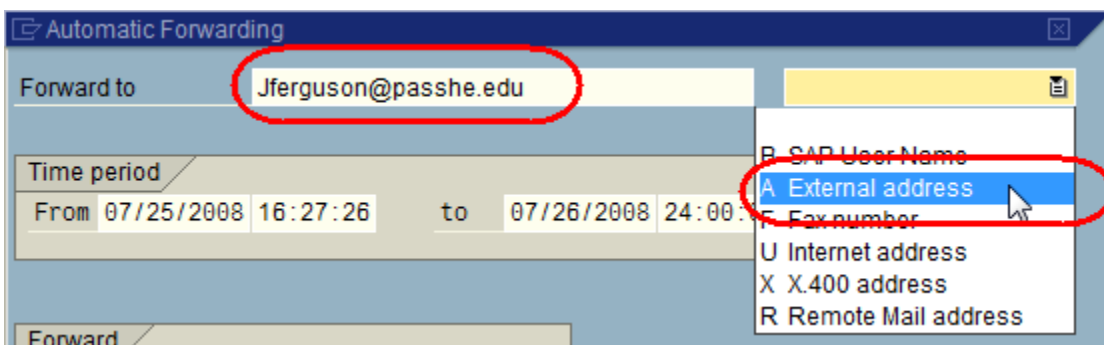
4. In the window that opens, click the Automatic forwarding tab – circled below



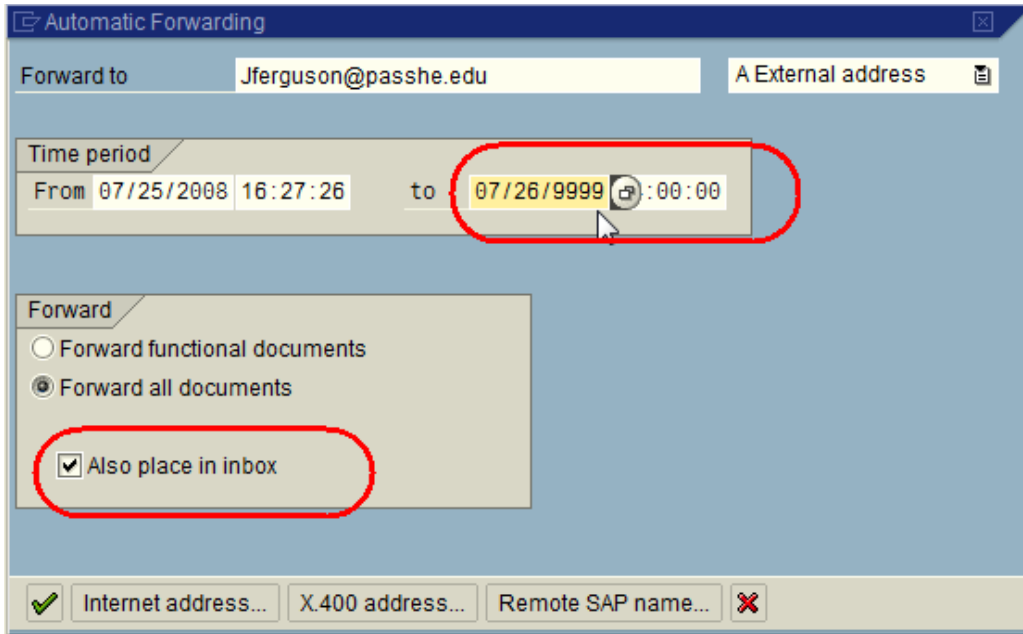
5. Click the “upper” Create button as shown below



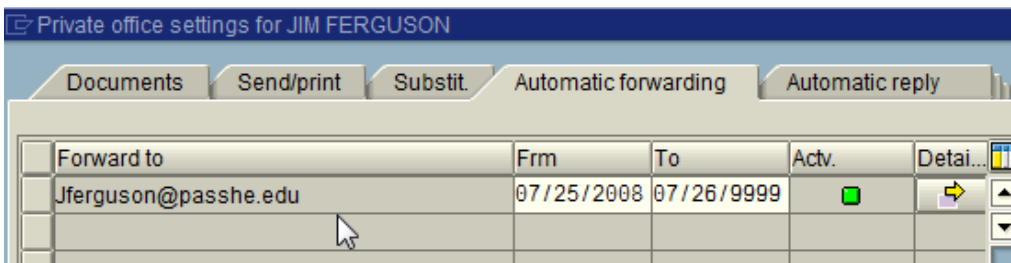
6. Enter your email address in the first box. Select “External address” from the drop down list in the second box.



7.
 - a. To make the setting permanent, enter 9999 for the year as shown.
 - b. The default setting is to forward the message and to also place it in the SAP inbox. You can uncheck the box if you DON'T want it placed into the SAP inbox.
 - c. Click or press enter when finished.



8. The forwarding set up is complete.
Press or click enter to close the dialog window.



Note: The forwarding set up is displayed on the Automatic forwarding tab. In the Actv. column, a green icon means that the forwarding is active at this time.