



UNIVERSITÉ
Grenoble
Alpes

Email forwarding

UGA Students



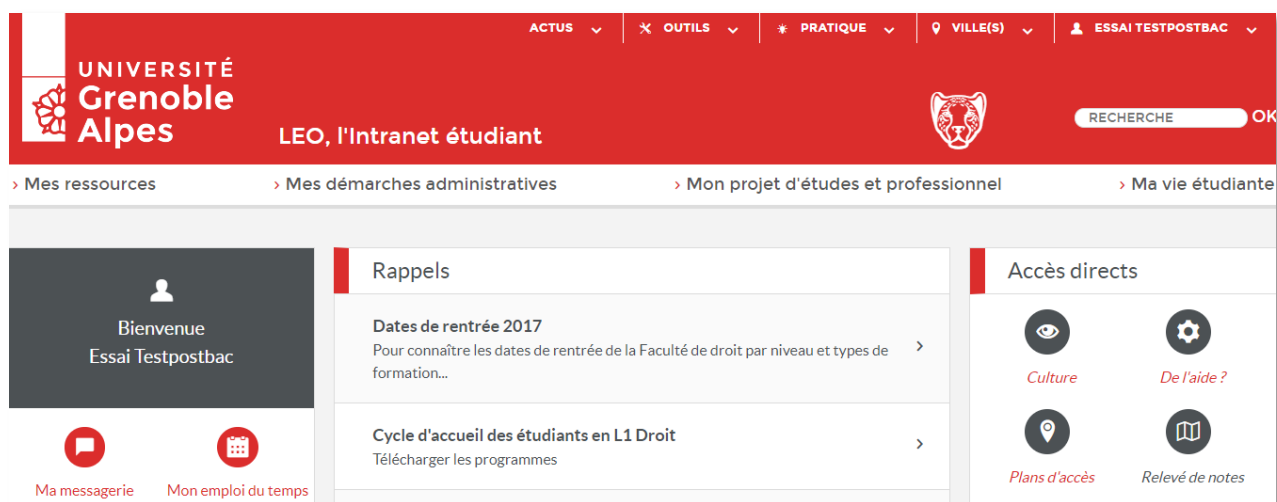
Université Grenoble Alpes

Assistance étudiante 04 56 52 97 20 – sos-etudiants@univ-grenoble-alpes.fr
<https://services-numeriques.univ-grenoble-alpes.fr>

Accessing the student intranet

LEO – the student intranet: <https://leo.univ-grenoble-alpes.fr>

Log onto your account using your UGA login details.



Click on your name (top right), then "Paramétrer ma messagerie" ("set up my email")



Setting up email forwarding

Enter the email address to which you want to forward your UGA emails and confirm by clicking on "Enregistrer les informations ci-dessus".

The screenshot shows the 'Votre messagerie étudiante' interface. At the top is a navigation bar with links: 'Mes infos', 'Identité', 'Profil principal', 'Mél étu', and 'Autorisations'. Below this, the page title is 'Votre messagerie étudiante' followed by a redacted email address '@etu.univ-grenoble-alpes.fr'. A section titled 'Redirection de votre adresse étudiante' contains a warning: 'Attention : La redirection du courrier en dehors de l'Université ne relève pas de la responsabilité de l'Université'. Below the warning, a message states: 'Vous n'avez pas redirigé vos messages vers une autre messagerie.' There are two main options: 'Mettre en place une redirection' and 'Supprimer la redirection'. Under 'Mettre en place une redirection', there is a form with 'Adresse mail de redirection :' and an input field containing 'testadresse@gmail.com'. Below this is a note: 'Saisissez l'adresse vers laquelle vous voulez que vos messages soient redirigés :'. Then, 'Indiquez le type de redirection :' with a radio button selected for 'Redirection avec copie locale, les courriers sont également délivrés à l'adresse électronique de l'université.' At the bottom of this section is a green button labeled 'Enregistrer les informations ci-dessus'. Below this section is 'Adresse étudiante préférée' with a note about indicating a preferred address and a redacted address '@etu.univ-grenoble-alpes.fr'. The final section is 'Vos adresses de messagerie étudiante'.

N.B.: When you forward your emails they will be kept on both your own email account and Zimbra, the university's email software on which you have an account. You will need to check this account from time to time to free up space or there is a risk that you will stop receiving UGA emails. You can do this here: (webmail.etu.univ-grenoble-alpes.fr)

