

# Tutorial for forwarding important Neptun messages to your personal email account

Students get a lot of messages in Neptun. We would like to help you forward only the important ones to your personal email account. Setting this cannot be centralised, however, students can set them individually on their own Neptun surface, if they want to.

**1. First of all, make sure that your email address is in the Neptun system, and it is correct (My data --- Contact information --- here you will see your email address, you can edit it, you can add a new one, you can delete the old one, etc.)** After email address is revised and updated...

**2. Go to your Neptun homepage:**

The screenshot shows the Neptun homepage for a Doctor of Veterinary Medicine student. The top navigation bar includes 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The main content area is titled 'Messages' and features a 'Filters' section with 'Message types: All messages'. Below this, there are radio buttons for 'Personal messages', 'System messages', and 'All messages', with 'All messages' selected. A 'List' button is visible. The 'Inbox' section shows a list of messages, all of which are system messages with the subject 'A new exam has been created for the subject and course 00 during exam period!'. The left sidebar contains various widgets: 'Neptun news', 'Student survey', 'Neptun mobile', 'Messages' (with sub-items: Inbox (396), Sent messages, Settings, Directory), 'Favourite functions', and 'Calendar'.

**3. You need to go 'Messages, Settings':**

This screenshot is similar to the previous one but highlights the 'Settings' option in the 'Messages' sidebar with a red box. The 'Messages' sidebar is expanded, showing 'Inbox (396)', 'Sent messages', 'Settings', and 'Directory'. The 'Settings' option is highlighted with a red rectangular box. The main content area remains the same, showing the 'Messages' section with the 'All messages' filter selected and the 'Inbox' list of system messages.

## 4. Then you go to 'Message forwarding':

Message settings

Actions:

Message delivery settings **Message forwarding** Signature

Here you can set which type of messages you want to automatically forward to your default email address  
The NeptunSMS service is not yet authorized in your institution.

Language of automatic messages:  HU  EN  DE

Message notification settings

Here you will see many options that you can choose from. We recommend you to choose the followings:

- **Mark has been registered**
- **Befizetési kötelezettség teljesítése (Fulfillment of payment obligation)**
- **Automatic message about new invoice**
- **Messages sent by lecturers and administrators !!!**

**If you find anything else that you would like to receive an email about, feel free to tick those too.**

## 5. Tick the box next to these lines: only those messages will be forwarded to your email address that you choose

Vizsgajelentkezés törlés oktató által	<input type="checkbox"/>
Registered to an exam from the waiting list	<input type="checkbox"/>
Exam appointment has been changed	<input type="checkbox"/>
Vizsgajelentkezés törlés oktató által	<input type="checkbox"/>
Vizsgajelentkezés törlés oktató által, végleges vizsgajelentkezés követelménysértés miatt	<input type="checkbox"/>
Adminisztrátori vizsgajelentkezés	<input type="checkbox"/>
Vizsga érvénytelenítés	<input type="checkbox"/>
Vizsgajelentkezés 'Letiltva' bejegyzés esetén	<input type="checkbox"/>
Place of exam has been changed	<input type="checkbox"/>
Exam registration by administrator	<input type="checkbox"/>
<b>Messages concerning grade registration</b>	
<b>Type</b>	<b>Email</b>
Exam grade modification	<input type="checkbox"/>
<b>Mark has been registered</b>	<input checked="" type="checkbox"/>
Exam mark has been registered	<input type="checkbox"/>
Course grade modification	<input type="checkbox"/>
Course mark has been deleted	<input type="checkbox"/>
Mid-term task result has been registered	<input type="checkbox"/>
Exam mark has been deleted	<input type="checkbox"/>

**For example:**


Mark has been registered	<input checked="" type="checkbox"/>
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## 6. When finished, click on 'Save'

### Message settings

Actions:

[Message delivery settings](#) **[Message forwarding](#)** [Signature](#)

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❖ Language of automatic messages:  HU  EN  DE

#### Message notification settings

Actions: **Save**

Type Email

**These settings are not compulsory, and following them is the students's individual choice. We hope that this will improve information flow!**