

Outlook Office 365 for Ryanair Pilots

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How to forward your company emails to your private mailbox, or 3rd party email address.

Disclaimer

This document is not official. This document is not approved by your employer and is not in line with your company procedures and policy. At all times, you must adhere to and follow the company procedures and policies. **We take no responsibility in your actions. We are giving this information from a technical viewpoint “How to” only.**

Concept

- receive company emails on your personal phone
- forward the EFB emails with your personal email address (change the “from” address)

iOS : Use the default iOS **Mail** app

Android : The default **Gmail** app does not cater for changing the Sender address (“from”) when forwarding emails. You can use the **Outlook** app ([download here](#)) or the **Yahoo** App ([download here](#)). These apps work with Outlook, Gmail, Yahoo, Hotmail, etc. If you do not want to use these app for your personal email communications, you can create a new and free email account with Outlook ([here](#)) or Yahoo ([here](#)) just for the purpose of forwarding your EFB emails.

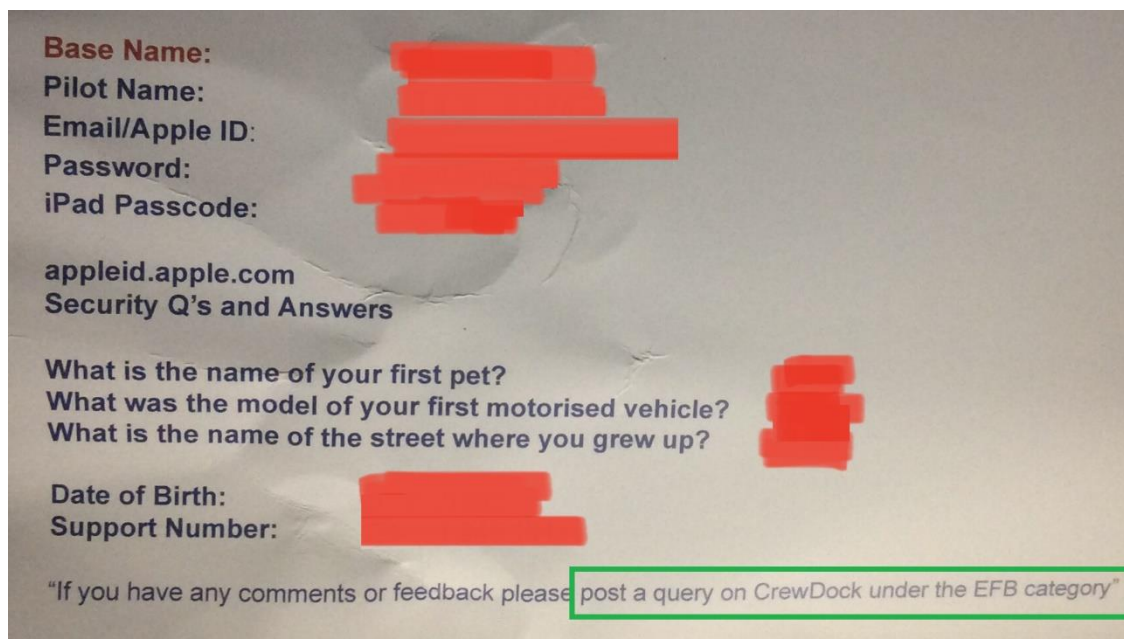
How to

In the following instructions, the **ABCDEF** acronym refers to your company 6-letter Employee ID.

Set up a new Ryanair account on your mobile phone (iOS, Android) or desktop (macOS, Windows PC) as per iPad settings:

Server: outlook.office365.com
Email: ABCDEF@ryrefb.com
Password: *****

You find the password on the little card inside your iPad box. If you cannot find that card anymore, contact your company :



As soon as you start receiving company emails on your phone, you can forward your EFB emails, for the purpose of updating your pilot logbook. On pressing the FWD button, the mail app will default use the Ryanair company email as Sender. Tap the Sender email (“from”) field and select any private account for forwarding. The email is now sent via your private mail provider, and not via the company mail server. The latter is blocking email communication to non-company addressees.

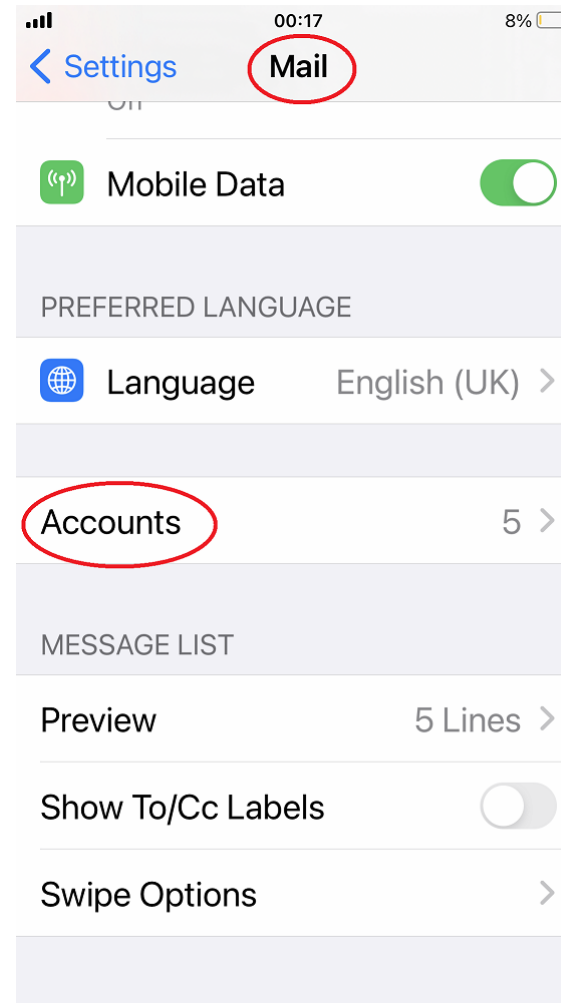
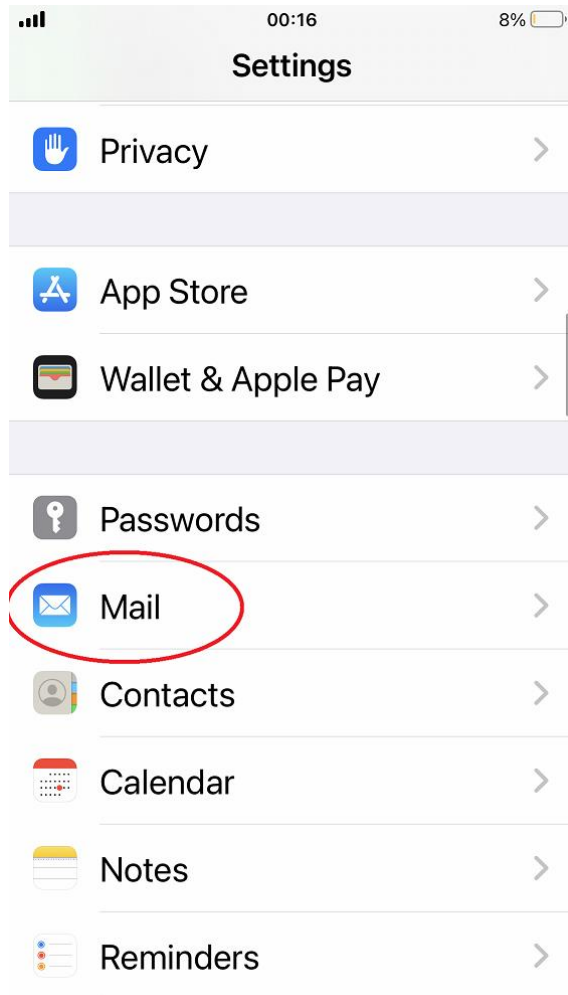
Screenshots

The screenshots on the following pages are for iPhone. Steps on the Android are almost identical.

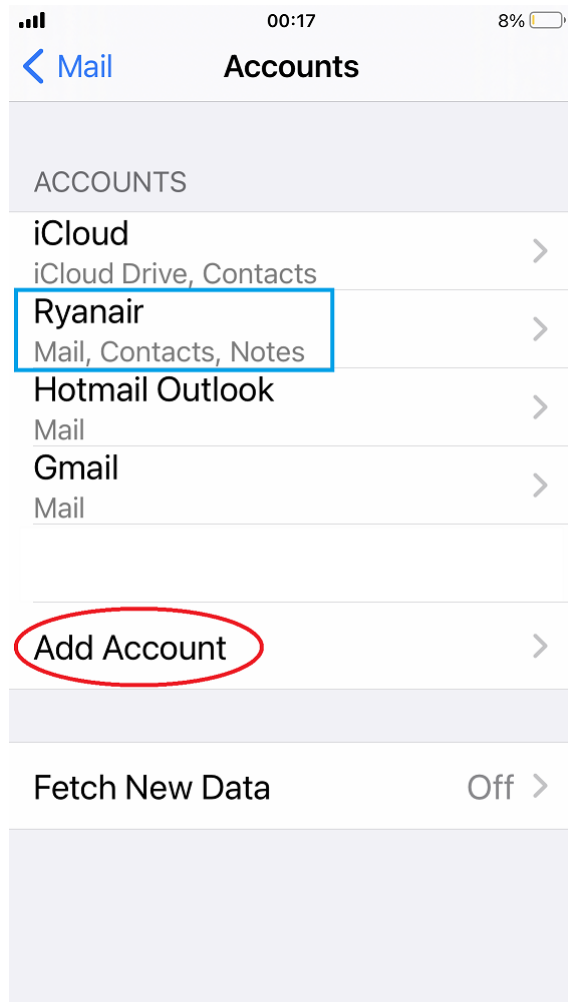
1) Add a new account

(iOS) Open iOS Settings, choose “**Passwords & Accounts**” or choose “**Accounts**” under “**Mail**”

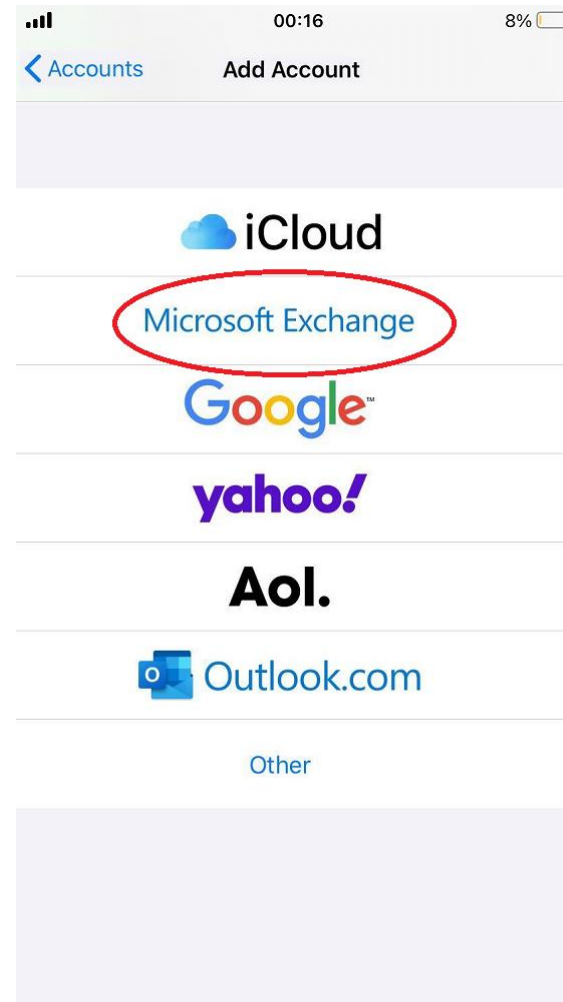
(Android) Open the **Outlook** app, select **Settings** (cogwheel icon at the bottom of the side menu)



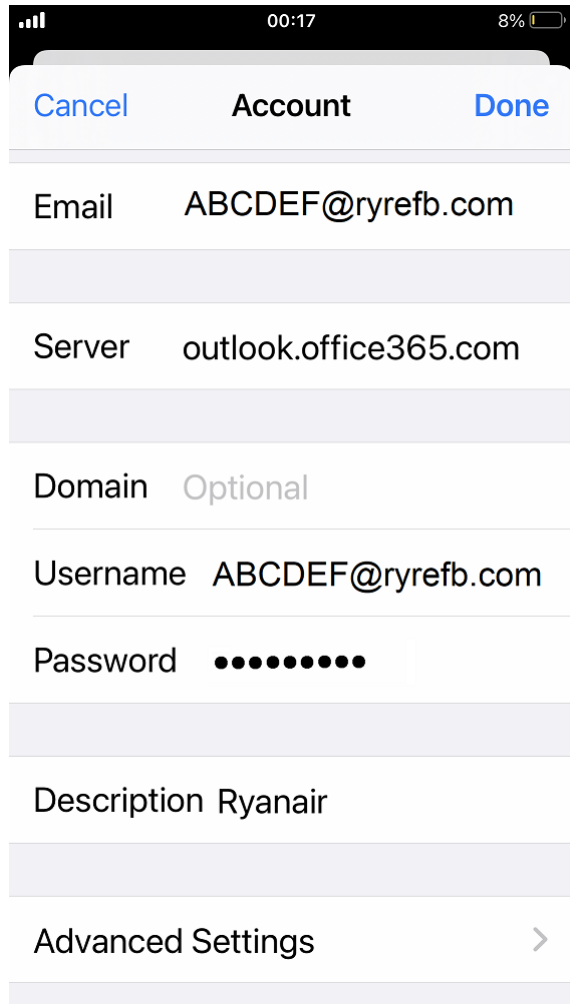
2) Choose "Add Account"



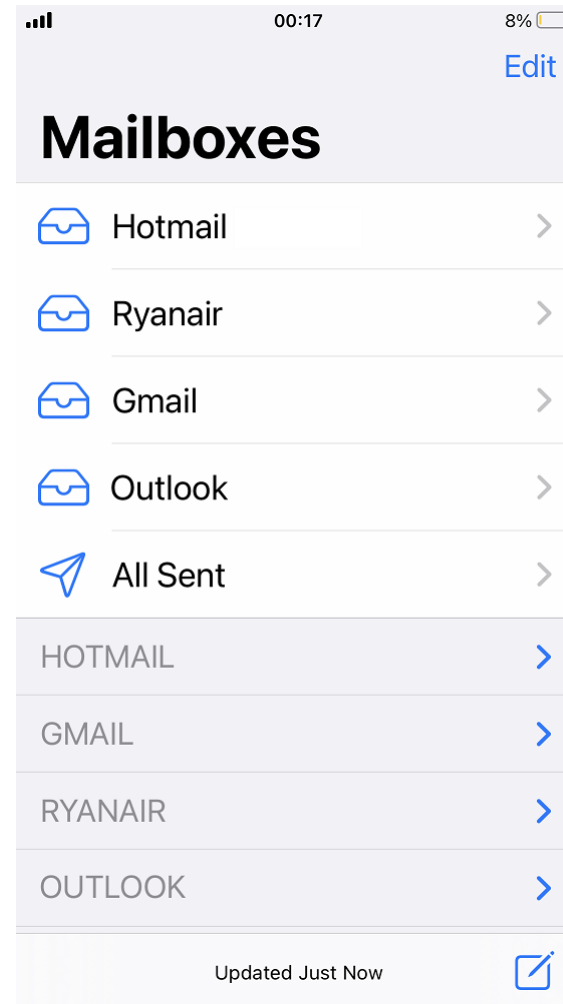
3) Choose "Microsoft Exchange"



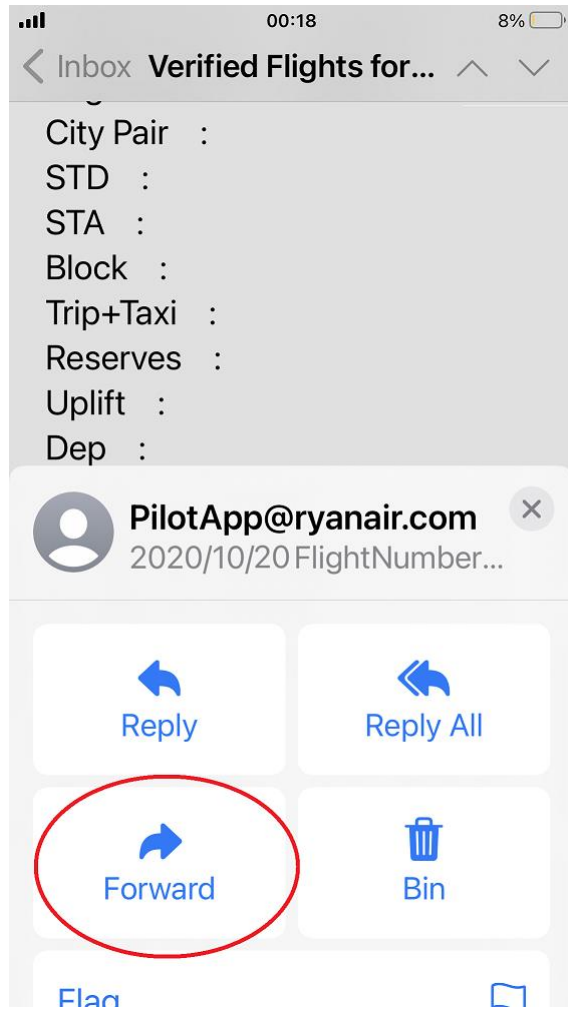
5) Insert your company credentials



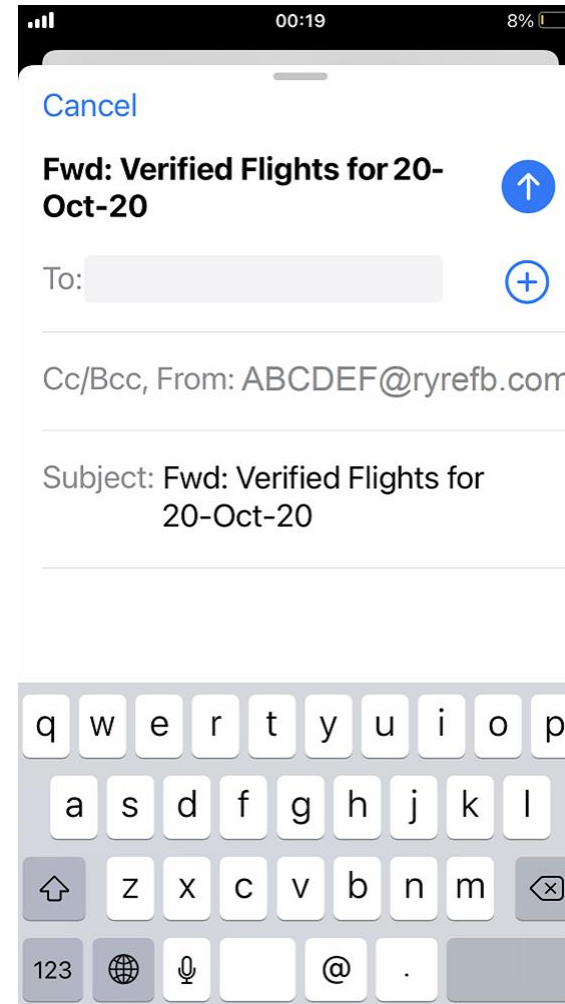
6) You now receive your company emails on your phone



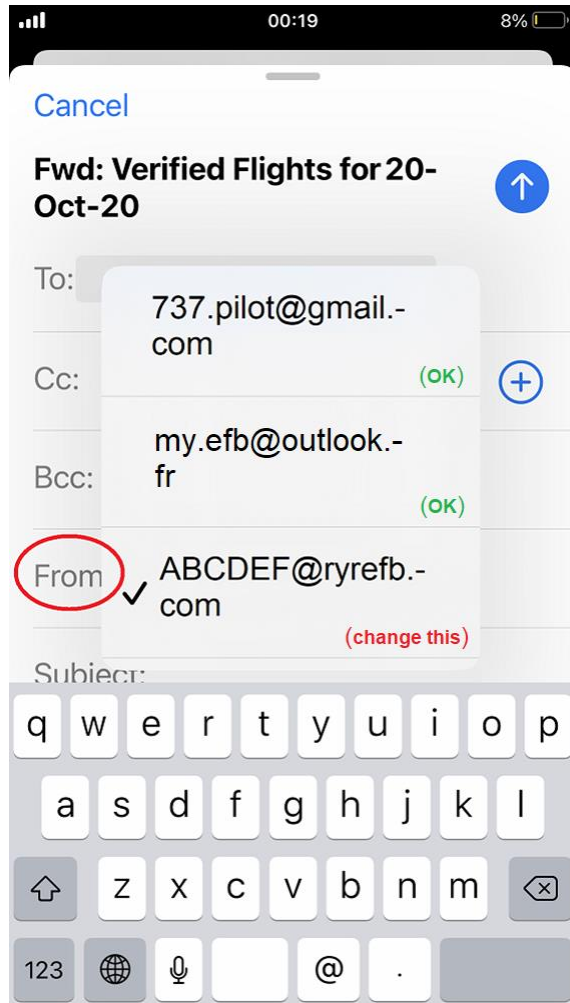
7) Forward the EFB email



8) Forward the emails "To" the external addressee



9) Change the "From" address, select a private mail account



10) Auto-forward

As far as we know, it is technically not possible to configure iOS / iCloud, Gmail (web) or Outlook (web) Auto-forward with another the "Sender" address. You must manually forward your EFB emails and change the Sender "from" address every time again.