

Outlook Office 365 for Ryanair Pilots

Document updated: 2021-10-12

How to forward your company EFB emails

Disclaimer

This document is not official. This document is not approved by your employer and may not be 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 “How to” viewpoint only.**

Concept

- receive company emails on your personal phone/desktop
- auto-forward the EFB emails

Requirements

- create a free Gmail account
- you can also use your existing Gmail account, but that is not recommended if you want to keep work and private life separated
- this solution may also work with Outlook or Yahoo

Read more: [How to create a Gmail account](#)

How to configure incoming Emails

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

Server: outlook.office365.com
Email: ABCDEF@ryrefb.com (where ABCDEF is your company 6 letter code)
Password: *****
Port: 995 / SSL
Setting: Leave a copy of the messages on the Server: Yes

You find the password on the little card inside your iPad box. If you cannot find that card anymore, contact the IT/EFB department via the Ryanair Query system:

Skip the part for **outgoing emails**. You do not need the Send function.

Read more: [How to add another email account to your Gmail app](#)

Forwarding EFB emails

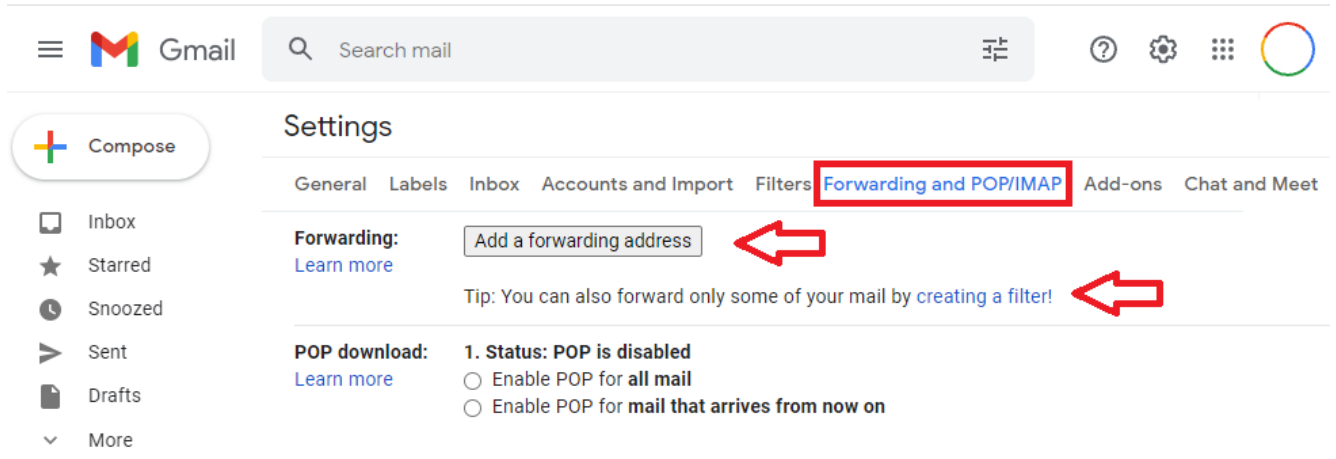
You can manually forward your **Verified Flights** emails to the CrewLounge EFB Inbox. Pay attention to the Sender email address:

- if the Sender is PilotApp@ryanair.com , you can forward the email with that sender address. You must first insert your 6 letter code in the Employee ID field of **My CrewLounge – My Profile** ([login here](#))
- if the Sender is the same as your CrewLounge AERO account email address, no action is needed.
- if the Sender is different from your CrewLounge AERO account email address, you must insert the Sender address in the EFB Inbox, at the bottom of the **My CrewLounge – My Profile** ([login here](#)) page.

Auto Forward

You can configure Automatic Forwarding in Gmail. This is only possible with consent of the addressee.

When you setup automatic forward, the addressee will receive a notification from Gmail, to accept automatic forwarding.



Make sure to set-up the Filter, so that only EFB emails are forwarded:

The screenshot shows the 'Create filter' dialog box in Gmail. The 'From' field is set to 'PilotApp@ryanair.com' and is highlighted with a red box. The 'Has the words' field is set to 'Verified Flights' and is also highlighted with a red box. The 'Size' field is set to 'greater than' and 'MB'. There are checkboxes for 'Has attachment' and 'Don't include chats', both of which are unchecked. At the bottom right, there are buttons for 'Create filter' and 'Search'.

Read more: [Automatically forward Gmail messages to another account](#)