

Using mandate of redirection or notification

05/16/2026 00:44:56

FAQ Article Print

Category:	Kommunikation & Kollaboration::E-Mail	Votes:	0
State:	public (all)	Result:	0.00 %
Language:	en	Last update:	10:18:14 - 08/12/2025

Keywords

notification redirection forwarding

Solution (public)

Setting up a forwarding or notification order

-

As a leaving scientific employee you can set up a forwarding order: After leaving TU Dresden emails to your TU Dresden email address will be forwarded to your private address.

-

As a leaving non-scientific employee you can set up a notification order: After leaving TU Dresden you can be notified about a contact request.

-

The setup is done in the [1]Self-Service Portal. You must complete the setup while you are still an employee.

-

Read the description thoroughly and fill in the required fields to set it up.

Extending a forwarding or notification order

-

An order is always valid for one year but can be extended for another year at any time.

-

Forwarding orders are automatically converted into a notification order.

-

You will be notified by email 28, 14 and 7 days before your order expires.

-

In this email you will find a link. Click it to extend your order for another year.

View or change data or delete a forwarding or notification order

-

After a successful registration you can view the data in our [2]Self-Service Portal

-

Using the private address you have entered you will there receive personal login link.

-

With this you can view and change the data of your order as well as terminate it irrevocably ahead of time.

Contacting a former employee of the TU Dresden

-

You have written to a TU Dresden employee but received a rejection message from our mail server?

-

If the user has left as an employee he may have registered for a notification request

-

You can try to contact him using this [3]Form. Fill in the appropriate fields.

-

It is at his/her decision whether or not to contact you afterwards.

[1] https://selfservice.zih.tu-dresden.de//index.php/idm_redirection_portal/register

[2] https://selfservice.zih.tu-dresden.de/index.php/idm_redirection_portal/change_data_request

