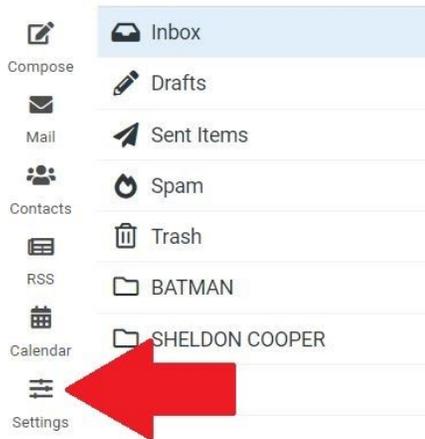
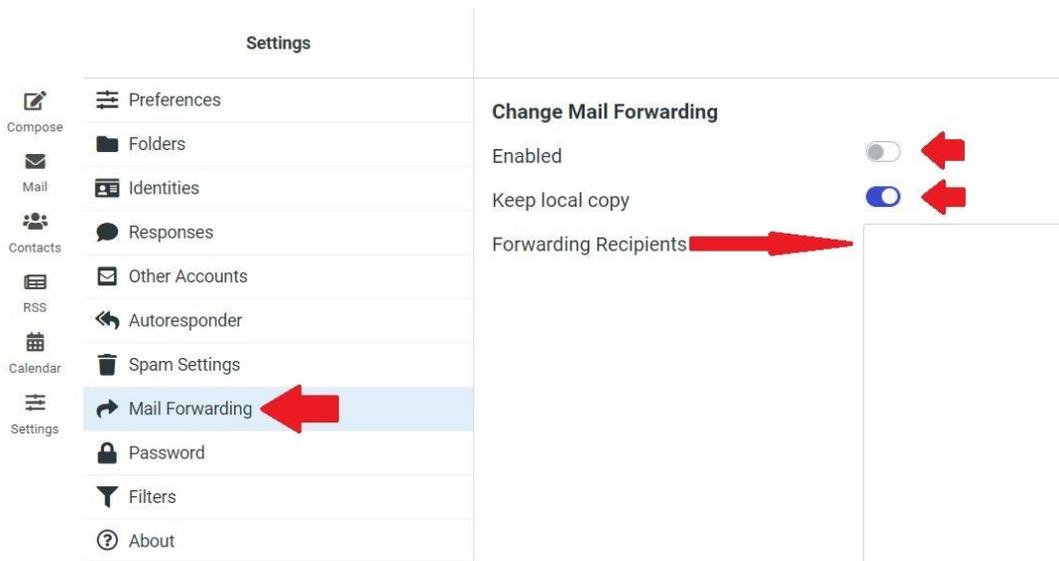


FORWARDING EMAIL FROM WEBMAIL

Once logged in to webmail, click settings in the left margin as indicated below.



A new menu is visible now; click mail forwarding and you will see what pops out on the right side of the page.



1. Toggle enabled to activate/deactivate the forwarding
2. Keep local copy should only be enabled if you plan on checking this mailbox. There is a mailbox quota that “could” be reached if local copies are kept.
3. Enter the address(es) of the forwarding recipient(s) in the supplied box.
4. Click save at the bottom of the screen and mail will be forwarded.