

## 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.

	Settings	
ľ		Change Mail Forwarding
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Mail	Identities	Keep local copy
tacts	Responses	
RSS Hendar Hendar	Other Accounts	
	Autoresponder	
	Spam Settings	
	Aail Forwarding	
	Password	
	<b>T</b> Filters	
	② About	

- 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.