## How can I forward my email to another email account?

Once logged into your webmail, look for the options menu in the top-right corner of the screen and select **Preferences**.

Options - Help Loc	<u>out</u>
Preferences	
Change Password Additional Accounts	
Spam Control Folders Labels	
Debug Hints	
Clean UI Standard UI Restore Old UI	

In the preferences page, first select the **Filtering** tab, then select the **Configure** button to the immediate right of the Forwarding row.

tions	Done									
General	Filtering	Spam Control	Customize	Extras	Advance	t				
Received mail gets processed in the following order before delivery to the inbox.										
Holi Auto	day autoresp matically send	onder d a reply to receiv	ed messages			INACTIVE	<u>configure</u>			
Forv Sen	Forwarding Send message to on other email accounts					INACTIVE	<u>configure</u>			
Filte Filte	Filtering rules & exceptions Filters to organise mail and bypass spam & unknown sender controls					INACTIVE	<u>configure</u>			
Safe Safe	Safe address whitelist Safe sender addresses to bypass spam & unknown sender controls				ENABLED	<u>configure</u>				
Spa Iden	m control tify and proces	ss suspected spa	m messages			ENABLED	<u>configure</u>			
Cha Actio	<b>llenge unkno</b> on to take <mark>i</mark> f se	wn senders nder of message	is unknown			INACTIVE	<u>configure</u>			

Check the delivery log

On the subseqent page, you can specify which email account you wish to forward your mail to. You'll have the additional option to Delete original message. This is entirely optional and means that the system will not keep a copy in your Meganet webmail. Instead, it will forward and instantly delete it Page 1/2

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URL: https://help.meganet.net/content/0/18/en/how-can-i-forward-my-email-to-another-email-account.html

from webmail.

Options Done										
General	Filtering	Spam Control	Customize	Extras	Advanced					
Autoresponder   Forwarding   Filtering   Whitelisting   Challenge										
Forwarding settings										
Forward to										
This deletes the original message after forwarding (or responding) Delete original message										

Once done, be sure to press the **Save** button to confirm your changes.

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