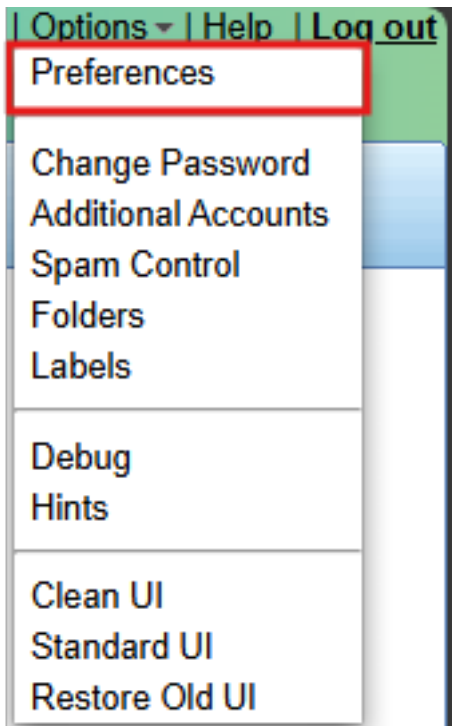


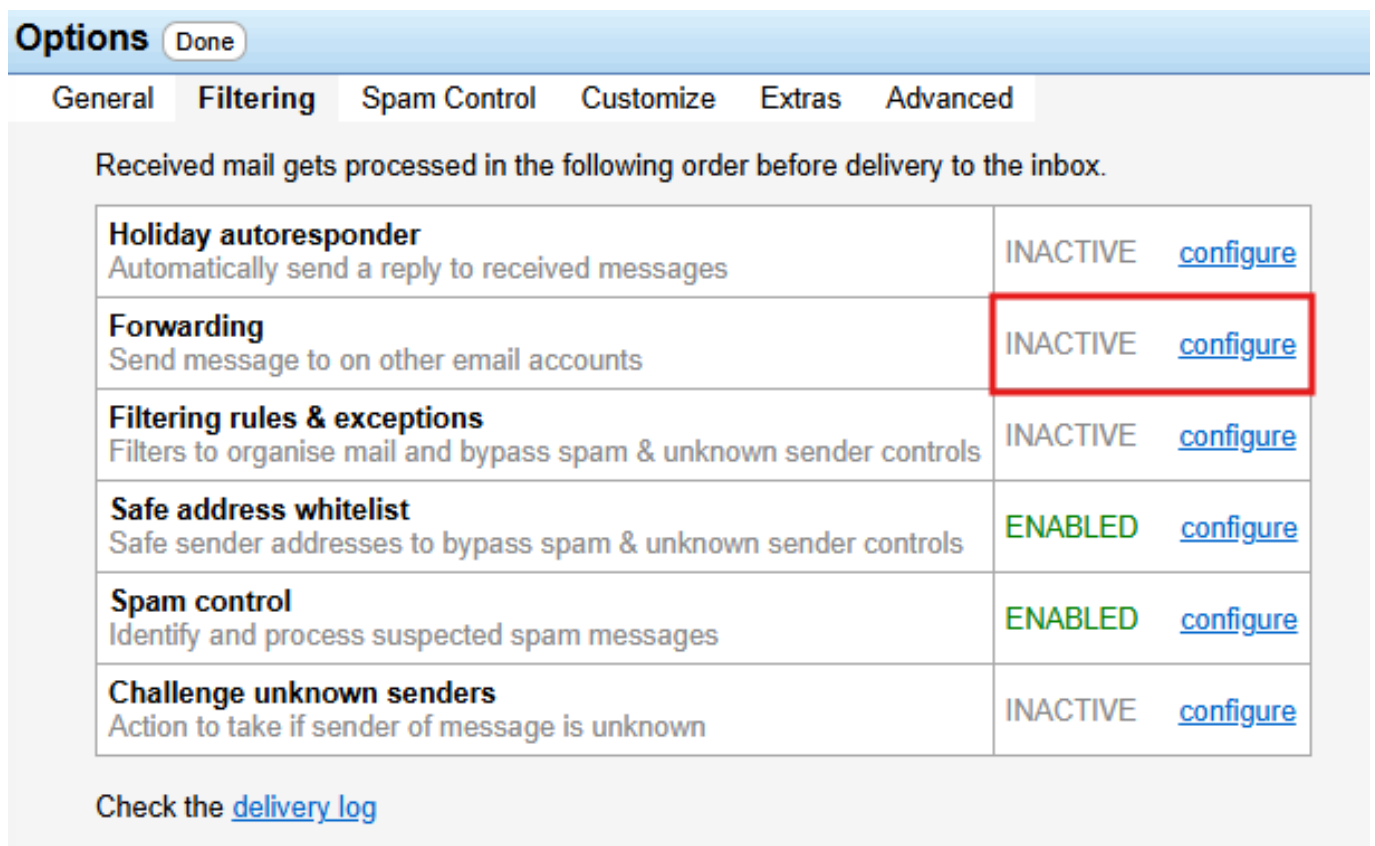
# Email

## 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**.



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

A screenshot of the 'Options' page in a webmail interface. The 'Options' header has a 'Done' button. Below it are tabs for 'General', 'Filtering' (selected), 'Spam Control', 'Customize', 'Extras', and 'Advanced'. A text block states: 'Received mail gets processed in the following order before delivery to the inbox.' Below this is a table with settings. The 'Forwarding' row is highlighted with a red box.

<b>Holiday autoresponder</b> Automatically send a reply to received messages	INACTIVE <a href="#">configure</a>
<b>Forwarding</b> Send message to on other email accounts	INACTIVE <a href="#">configure</a>
<b>Filtering rules &amp; exceptions</b> Filters to organise mail and bypass spam & unknown sender controls	INACTIVE <a href="#">configure</a>
<b>Safe address whitelist</b> Safe sender addresses to bypass spam & unknown sender controls	ENABLED <a href="#">configure</a>
<b>Spam control</b> Identify and process suspected spam messages	ENABLED <a href="#">configure</a>
<b>Challenge unknown senders</b> Action to take if sender of message is unknown	INACTIVE <a href="#">configure</a>

Check the [delivery log](#)

On the subsequent 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

# Email

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

**Save**

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

Unique solution ID: #1017

Author: Meganet Support

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