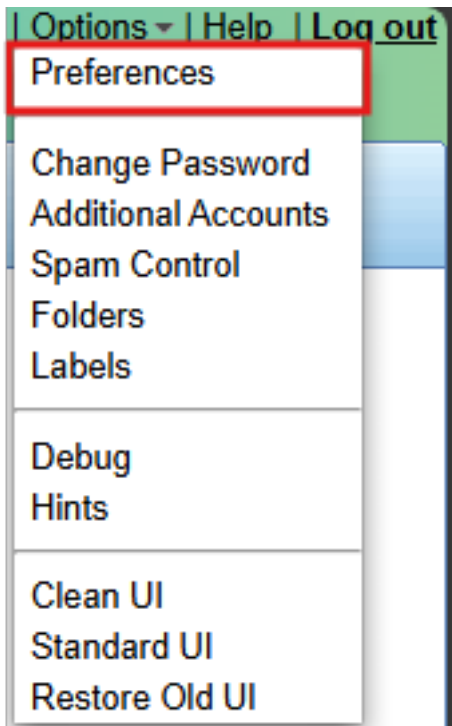# Email

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.

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

Email

from webmail.

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

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Author: Meganet Support
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