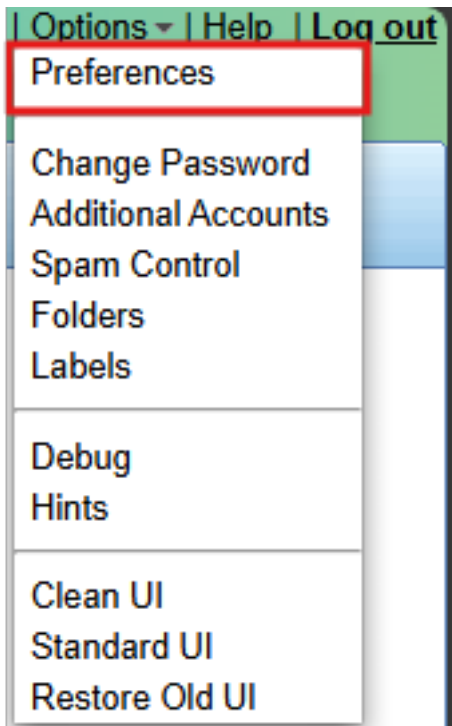


Email

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.

Options Done

General **Filtering** Spam Control Customize Extras Advanced

Received mail gets processed in the following order before delivery to the inbox.

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

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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