Set up Mail Redirection in Webmail

STEP 1: Go to:
https://webmail.nurseryweb.co.uk/
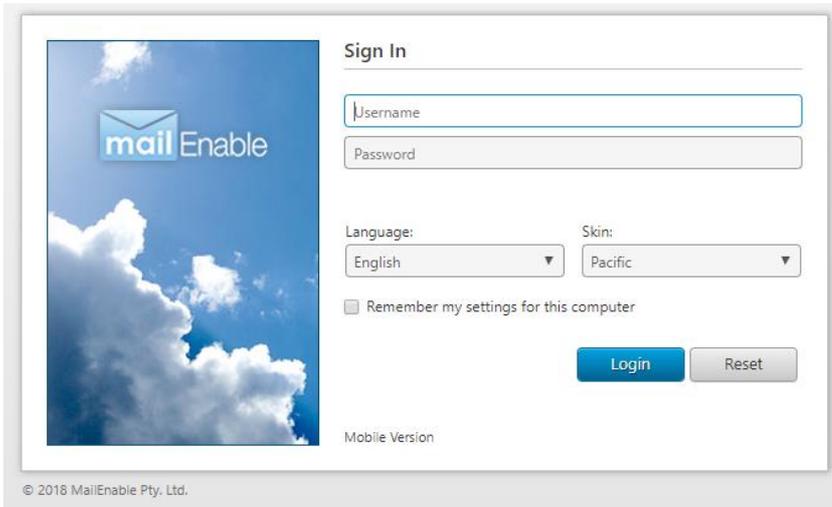
STEP 2: Type in the full email address and the password.

Username: info@example.co.uk ; password: ***

And click on **[Login]** button.
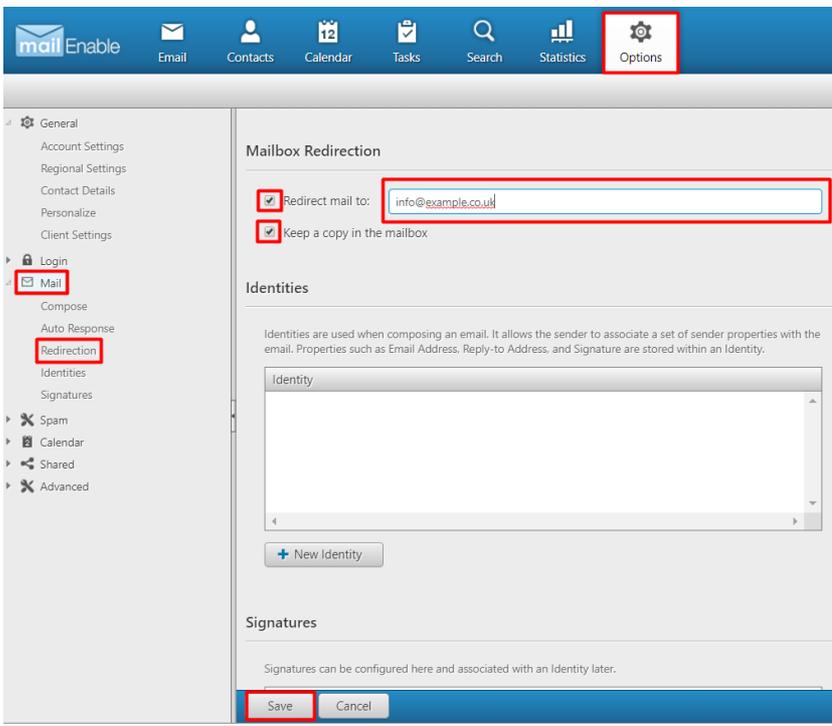
STEP 3: Select [**OPTIONS**] -> click **[MAIL]** -> click **[REDIRECTION].**

STEP 4: tick **[Redirect mail to:]** and insert the email address in the text box that you want to redirect the email to -> tick **[Keep a copy in the mailbox]** if you want to keep a copy of the emails. -> click **[Save].**