Set up Mail Redirection in Webmail



2 7 \sim 12 Q ш Ó mail Enable Email Calenda Task Search Options 🔯 General Account Settings Mailbox Redirection Regional Settings Contact Details Redirect mail to: info@example.co.uk Personalize Keep a copy in the mail Client Settings 🔒 Logir 🖾 Mail Identities Auto Resp Identities are used when composing an email. It allows the sender to associate a set of sender propert email. Properties such as Email Address, Reply-to Address, and Signature are stored within an Identity Redirection Identities Identity Signature 🗙 Spam 🖄 Calenda < Shared 🗙 Advanced + New Identity Signatures Signatures can be configured here and associated with an Identity later Save Cancel

STEP 1: Go to: <u>https://webmail.nurseryweb.co.uk/</u>

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].

