Forward Messages

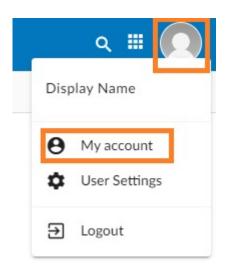
Forward Messages

Incoming e-mail messages to your account can automatically be forwarded to other accounts while also delivering a copy locally. E-mails detected by our server as spam are not forwarded.

Add a Forward

Option 1: from the Webmail

- Go to the Webmail
- Log in using your full e-mail address and your current e-mail password
- Click on the User icon from the top right to activate the menu. Then click on My account



 In the Forwards tab, fill in the Email address field with the destination e-mail address and click on the Add forward button.

| ٥ | My account | | 0 × 13 |
|----------|---------------------------|--|----------|
| θ | Account | Add new forward | |
| <u>.</u> | Profile | otheremail@anydomain.com + Add forward | |
| | Look & feel | | |
| 0 | Visible to | Forwards | |
| | Groups | C Refresh | |
| \sim | E-mail | Forward | Delete i |
| | Calendar | | |
| | Tasks | | |
| | Notes | | |
| \$ | Synchronization | | |
| | Address book | | |
| | E-mail Accounts & Aliases | | |
| 0 | Application Passwords | | |
| + | Forwards | | |
| 0 | Last Logins | | |
| ₿ | Vacation Message | | |
| | | | |
| | | | Save |

On this page

Add a Forward Option 1: from the Webmail Option 2: from the User Panel Remove a Forward Option 1: from the Webmail Option 2: from the User Panel

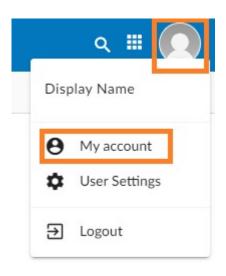
Option 2: from the User Panel

- Visit the User Control Panel (https://cp.emailarray.com)
 Log in using your full e-mail address (user@domain.com) and current password.
- Click on Forwards icon (envelope with arrow)
- Enter the e-mail address where you wish to forward incoming messages
- Click on the Add Forward button

Remove a Forward

Option 1: from the Webmail

- Go to the Webmail
- Log in using your full e-mail address and your current e-mail password
 Click on the User icon from the top right to activate the menu. Then click on My account



• In the Forwards tab, hover over the desired forward and click on the Delete icon.

| 2 | My account | | 0 × |
|----|---------------------------|--|--------|
| • | Account | Add new forward | |
| | Profile | otheremail@anydomain.com + Add forward | |
| | Look & feel | | |
| > | Visible to | Forwards | |
| | Groups | C Refresh | |
| l | E-mail | Forward | Delete |
| 1 | Calendar | myemail@mydomain.com | |
| I | Tasks | | |
| | Notes | | |
| | Synchronization | | |
| į. | Address book | | |
| | E-mail Accounts & Aliases | | |
| , | Application Passwords | | |
| | Forwards | | |
|) | Last Logins | | |
| 3 | Vacation Message | | |
| | | | |
| | | | Save |

Option 2: from the User Panel

- Visit User Control Panel (https://cp.emailarray.com)
 Log in using your full e-mail address (user@domain.com) and current password.
 Click on Forwards icon (envelope with arrow)
 Click on the "-" icon (minus sign) next to the forward you wish to remove