# **Forward Messages**

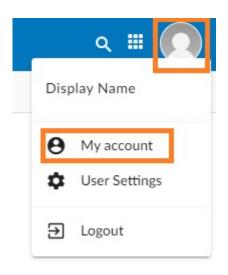
## Forward Messages

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

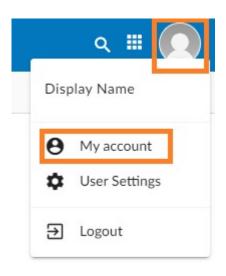
#### **Option 2: from the User Panel**

- 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