## Disabling local delivery to an account

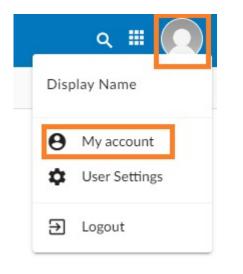
Note that the procedure below is unusual. It may be useful, for example, if you want an account do not store received emails (to prevent the account from reaching its storage limit), but forward incoming emails to another account (case in which you'd have to setup a forwarder). Use with caution and note that you lose the backup functionality of incoming mail for the source account.

See below how to disable local delivery to an account (incoming emails are NOT stored in the e-mail account).

## Disabling local delivery for an account

## **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 E-mail tab, find the Local Delivery section.

۵	My account		[]	×
θ	Account	Options		
:	Profile	Use desktop email client to compose		
	Look & feel	Default template: X 💌		
	Groups	Use HTML markup		
	E-mail	Show from field by default		
	Calendar	Show CC field by default		
~	Tasks	Show BCC field by default		
	Notes	Don't show unknown recipients dialog		
5	Synchronization	Always request a read notification		
₫	Address book	Always respond to a read notification     Sort on last contact mail time		
8	E-mail Accounts & Aliases	Local Delivery (you should not disable this unless you know what you are doing)		
•	Application Passwords Forwards	Status: Enabled	•	
0	Last Logins	Save an extra copy of sent items to folder:		
	Vacation Message	Save to: Don't save	*	
Î	Folder Cleanup			
		Templates		
			Save	Ĵ

- Change the status to **Disabled**Click on the **Save** button

## **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 the Local Delivery icon
  Change the Status to Disabled
  Click on the Update button