

Forwarding messages

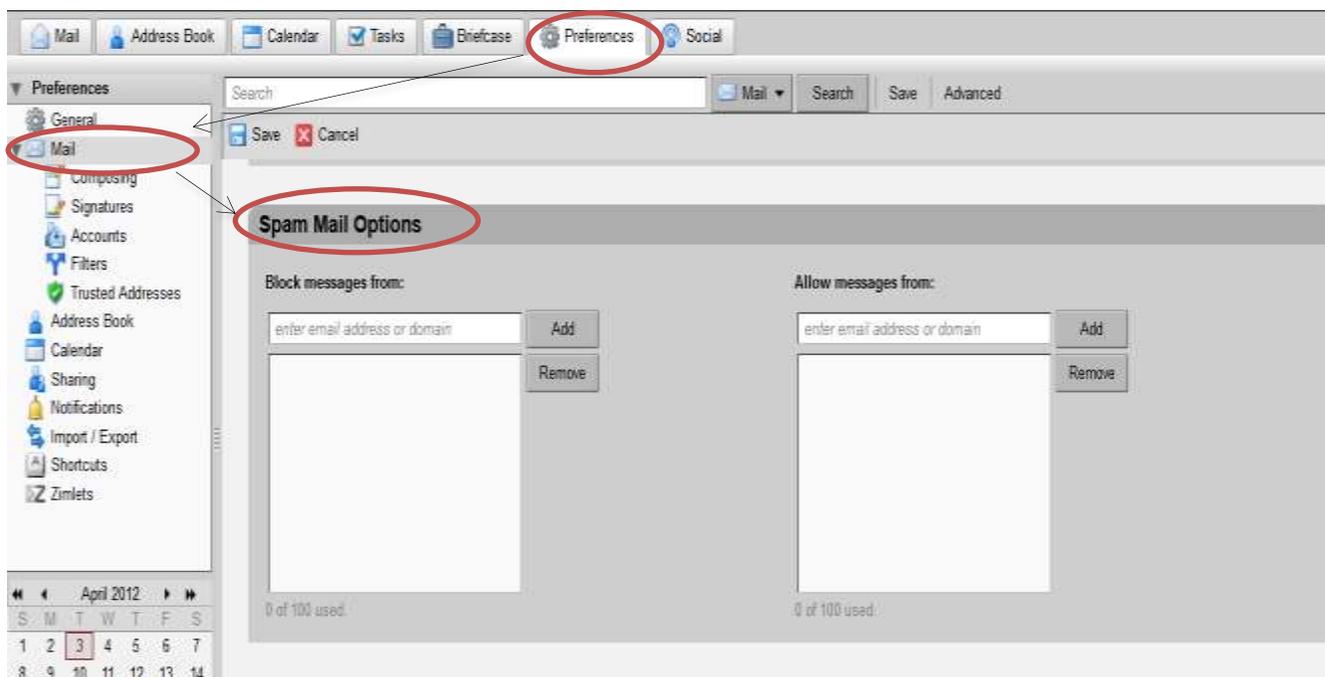
You can forward an email message to someone else. Forwarding a message includes all file attachments, whereas using **Reply** preserves the body text and does not include the attachments.

- With the message open, click on . A new message window is displayed. The text of the forwarded message appears in the body.
- Enter addresses in the **To**, **Cc**, or **Bcc** fields.
- Click **Send**.

Blocking or unblocking mails from specific senders (email addresses)

You can set up your mail preferences to identify specific addresses to block or unblock in your mailbox. The spam filter uses these addresses in order to make sure you get the email you expect to get or not to receive mails that you don't want to have.

- Go to **Preferences** tab and select the **Mail** option from the left side menu.
- On the page that opens, scroll down to the **Spam Mail Options** section.
- Enter complete email addresses in the appropriate boxes, either Block messages from or Allow messages from. You can enter up to 100 addresses for each.
 - In the “Block messages from” section, specify email addresses from senders that should always be blocked.
 - In the “Allow messages from” section, specify email addresses of people you trust so that their messages are not blocked. You do not need to add all your trusted addresses to this list. Add addresses to this list that for some reason end up in your Junk folder and you do not want them there, such as newsletters you subscribe to.



- Click **Save** on the toolbar.

Filtering mails based on a given criterion criteria

Filtering applies a set of matching rules to incoming mail and then executes a specified action. You can filter your incoming mail messages to sort them into folders, automatically tag them, forward them, or discard them.

- Click on the **Preferences** tab.
- Open **Filters** from the left side menu and click **New Filter**.

