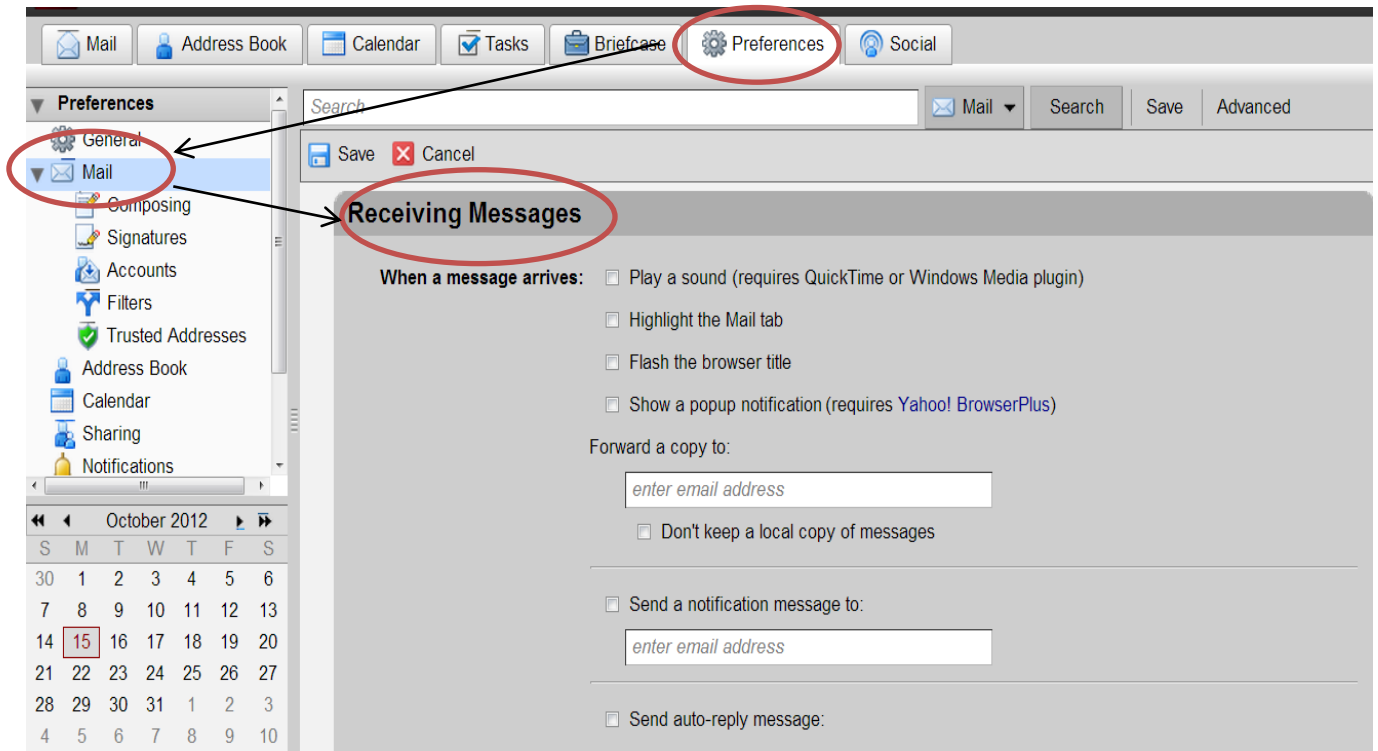


Forwarding Emails to another Email address

You can set up your mail preferences to forward your mails to another email address.

- Go to **Preferences** tab and select the **Mail** option from the left side menu.
- On the page that opens, scroll down to the **Receiving Messages** section.



- In the **“Forward a copy to:”** section, enter the email addresses you want to forward your receiving mails.
- Click **Save** on the toolbar.