





# HOW 46 – How to forward your student Webmail to an external email address

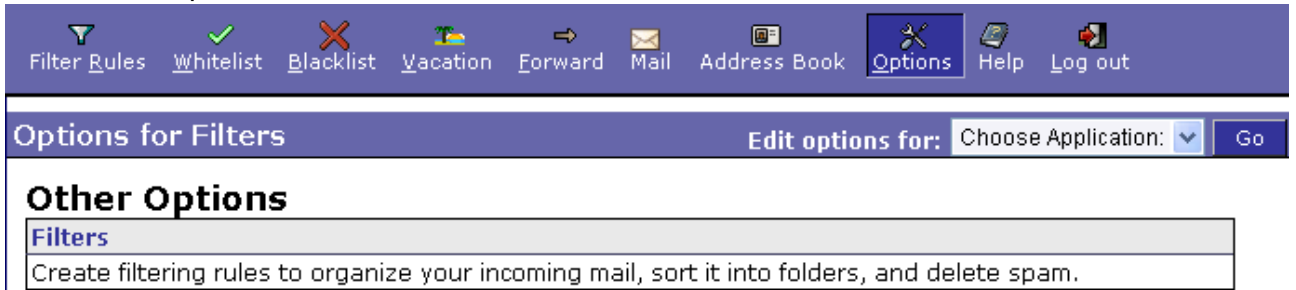
**Version 1.0**

**February 2008**

# Forwarding your email

1. Logon to Webmail

2. Click on the Options button  Options in the side-bar, then **Filters** 



3. Click on the **Forward** button 

4. You now need to enter the address to which you want to forward your emails. Enter it in the white box and then click **Save**.

