

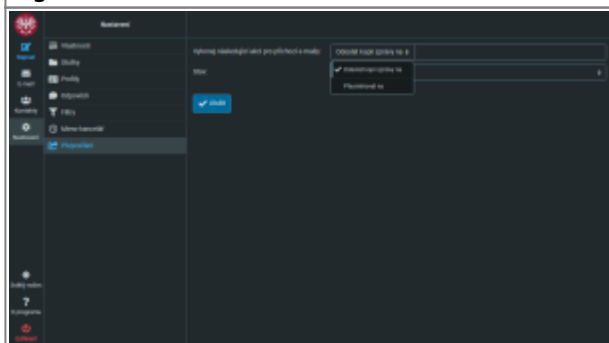
Howto forward university mail to a private email address

- after logging in, select from the left menu **Settings**, then **Forwarding** (Fig 1)
- in the first line, choose whether you want to send only a copy or forward the mail completely
- fill in the address to which the messages will be sent
- **Status** switch to **On**



Do not set the IS address. These messages are automatically forwarded to University mail. If this redirection is not cancelled in IS, a loop will occur and the messages will not be delivered!

Fig 1



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