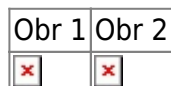


How to forward school mail to personal mail adress?

- after sign in to the Horde, move cursor to the top menu and in **Mail** chose **Filters**
- from the list of existing rules chose **Forward** ([Obr 1](#))
- if you want to keep messagis in school inbox, then mark the **Keep a copy of messages in this account?** ([Obr 2](#))
- write your personal email adress into the field **Address(es) to forward to:** and click on Save and Enable



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