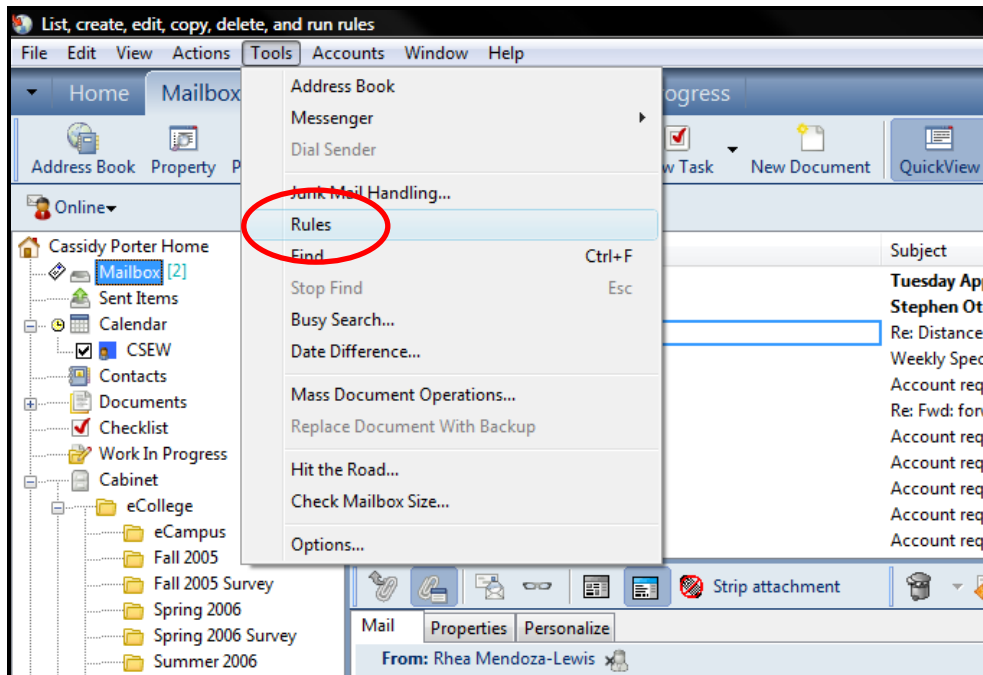


How to Forward Your Email

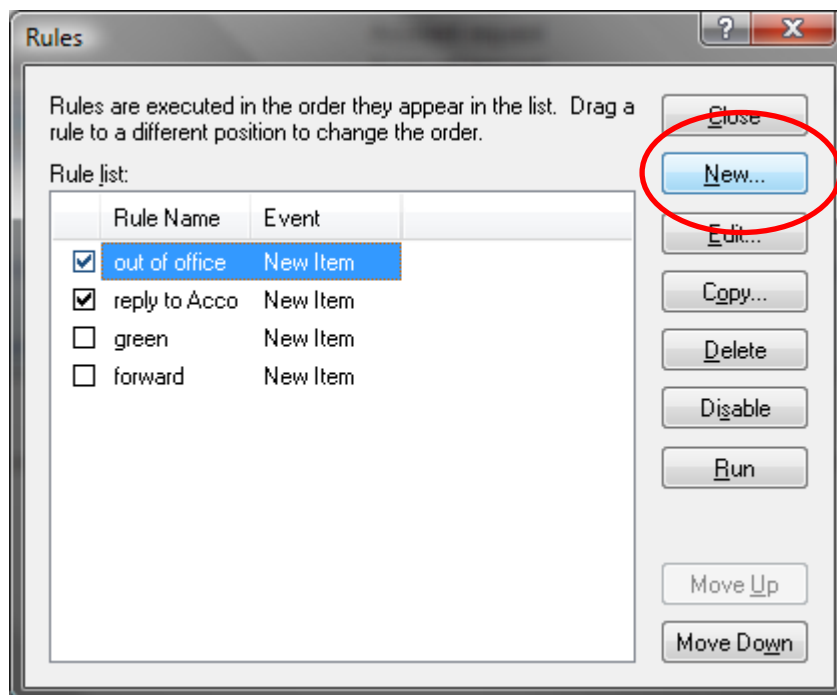
Step 1

- Using the menu bar, go to "tools" and chose "rules"



Step 2

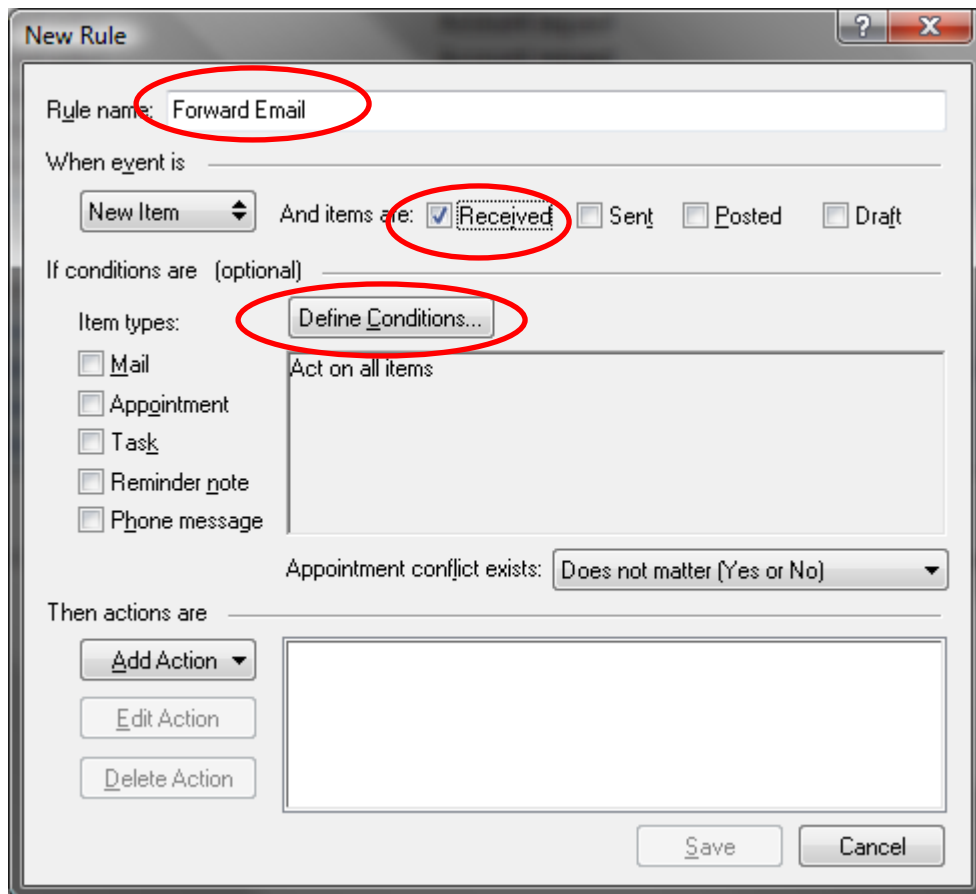
- Click "New"



How to Forward Your Email

Step 3

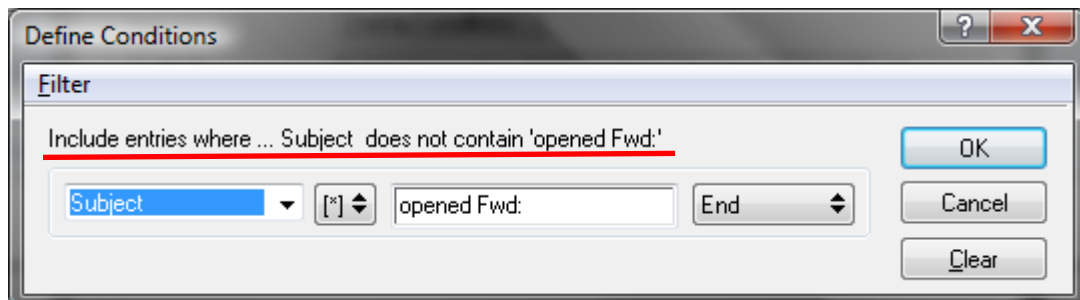
- Name your Rule
- Click "Received"
- Click "Define Conditions"



Step 4

- Fill in the blanks as seen below. This prevents looping of email notifications.

*note the Filter Sentence MUST be exactly the same when your finished:
[Include entries where...Subject does not contain 'opened Fwd.'](#)

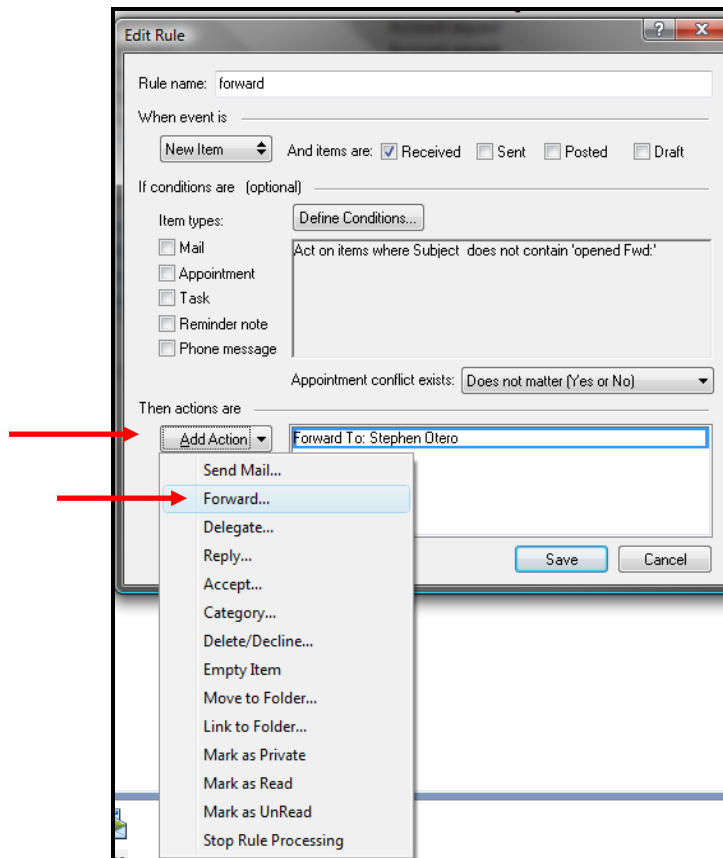


- Click "OK"

How to Forward Your Email

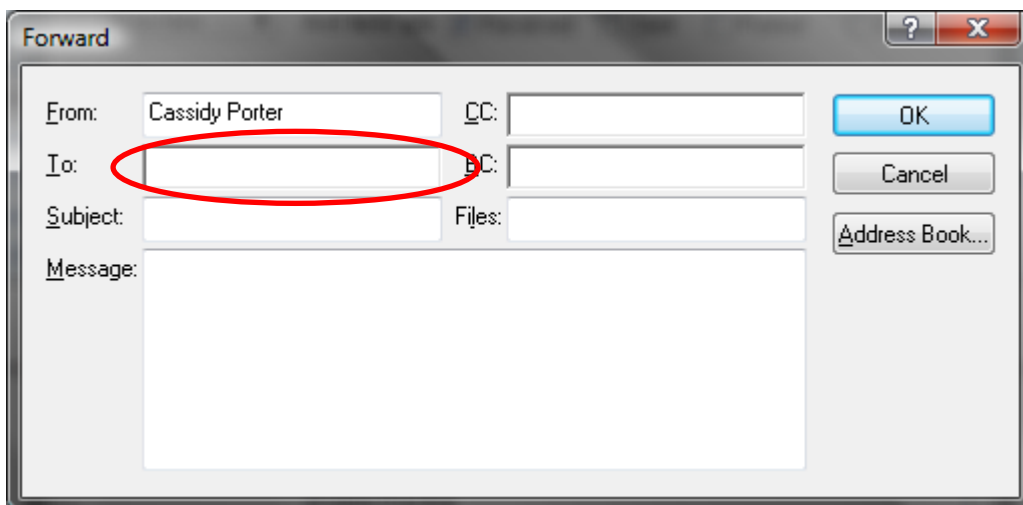
Step 5

- Click “Add Action” and choose “Forward” from the list.



Step 6

- Add the email address you want to send the email to.



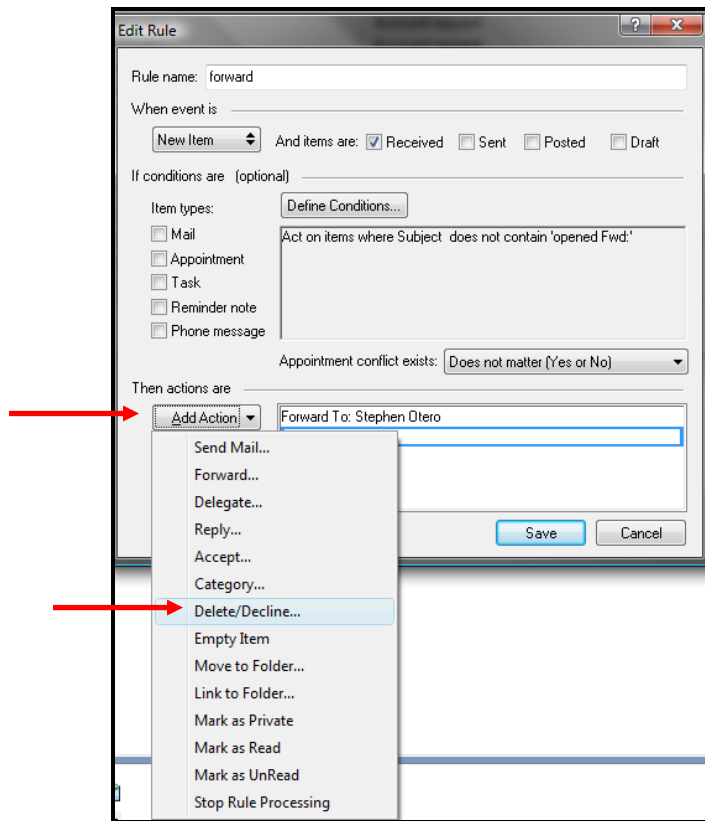
*no need to add anything in the other fields.

- Click OK

How to Forward Your Email

Step 7

- Click “Add Action” and choose “Delete/Decline..” from the list.



- Click “Save”

Step 8

- Make sure the box is checked and Click “Close”.

