

## *Email Accounts: How do I get messages sent to my mailbox automatically forwarded to another mailbox?*

1. Login to your email account (Select the Email Login button in top right corner of the webbuilder
2. Click ";Settings&rdquo;
3. Click ";Incoming Mail&rdquo;
4. Select ";Forwarding&rdquo;
5. Select Status On
6. Type in the email address in which you would like your mail forwarded
7. Save your updates

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