

# Setting up Automatic Forwarding

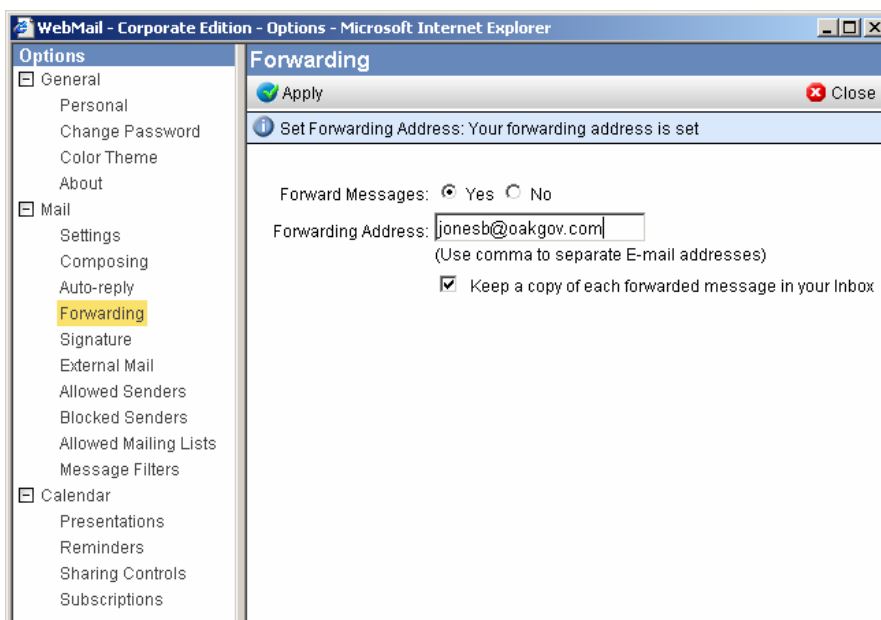
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You may forward all of your mail messages to another user. You can specify any valid email address as a destination. You may also choose to have a copy of the messages left in your mailbox.

**Note:** If you have already configured automatic reply, you must stop it to make Automatic Forwarding work. Please refer to [Setting up an Automatic Reply](#) instructions for stopping Automatic Reply.

## Starting Automatic Forwarding

1. Log in to Webmail at <https://mail.oakgov.com/wm>.
2. From the **Webmail** screen, click the **Options** link found near the top right corner of the web page.
3. From the **Mail** option, click the **Forwarding** link
4. From the **Forward Messages** area, click **Yes**.
5. In the **Forwarding Address** text box, enter the destination email address to which you want your mail to be automatically forwarded. Example: jonesb@oakgov.com.
6. To leave a copy of forwarded messages delivered to your Inbox, click the checkbox next to **Keep a copy of each forwarded message in your Inbox**.
7. Click the **Apply** button.



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8. You will receive a **Set Forwarding Address: Your forwarding address is set** message confirming that your forwarding has been activated.
9. Click the **Close** button.
10. Click the **Sign Out** link to exit Webmail.

## **Stopping Automatic Forwarding**

You can easily turn this feature off, canceling the automatic forwarding.

1. Follow steps 1 through 3 from above.
2. From the **Forward Messages** area, click **No**.
3. Click the **Apply** button.
4. You will receive a **Set Forwarding Address: Forwarding has been stopped** message confirming that your forwarding has been deactivated.
5. Click the **Close** button.
6. Click the **Sign Out** link to exit Webmail.

If you have any questions, please contact the IT Service Center at (248) 858-8812.

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