

How to Forward a incoming mail copy to other mail.

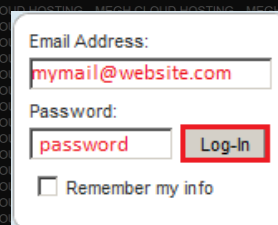
Step-1. Open below URL in your browser

Step-2. <http://webmail.emailsrvr.com>

OR

<http://mail.website.com> (where website.com is your website name. If your website name is meghtechnologies.com then open, mail.meghtechnologies.com)

Step-3 Give your Email address and Password.

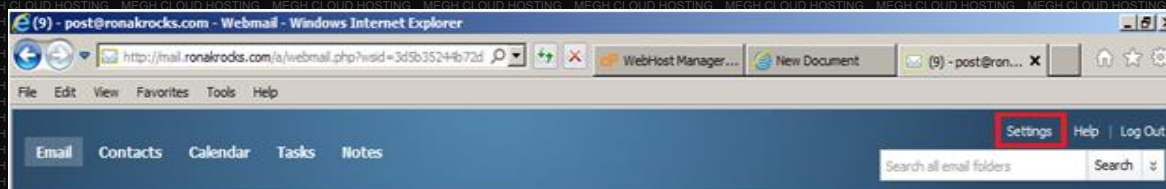


Email Address:

Password:

Remember my info

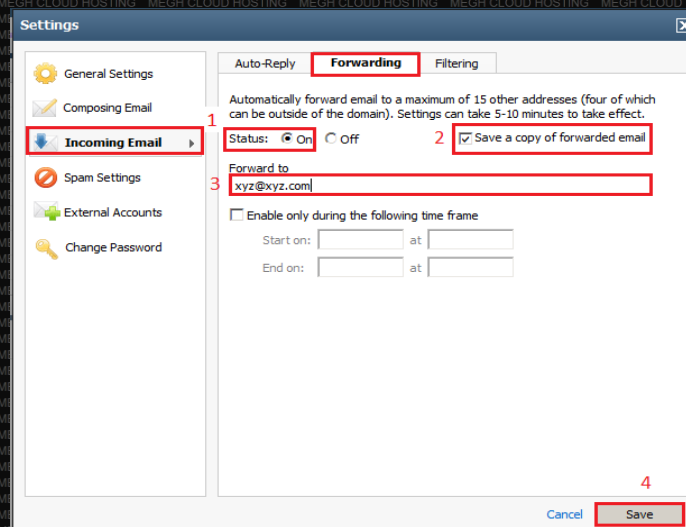
Step-4. Click on Settings.



Select Incoming Email -> Forwarding.

Change the Status: On. Type Email address, on which you want a copy in Forwarding to box.

Select a check box of "Save a copy of forwarded email" and click on Save button. Refer below figure.



The screenshot shows the "Settings" dialog box with the "Forwarding" tab selected. The "Auto-Reply" section is expanded. The "Status" is set to "On" (radio button selected). The "Forward to" field contains "xyz@xyz.com". The "Save a copy of forwarded email" checkbox is checked. The "Save" button is highlighted with a red box. The "Incoming Email" section in the left sidebar is also highlighted with a red box.

If you **uncheck** the check box "**Save a copy of forwarded email**", then mail will forwarded to given address but it will removed from original mail box.

Step-5. If you want to set **Auto-Reply** for all incoming mail, Change the **Status to On**, Type **auto-reply message**. If you want to set the **auto-reply time frame** for specific period only, than **check** the box "**Enable only during the following time frame**" and **give date and time** for start and end. If you **uncheck** the box "**Enable only during the following time frame**", then **auto-reply will set for all time**. Click **Save** to continue.

