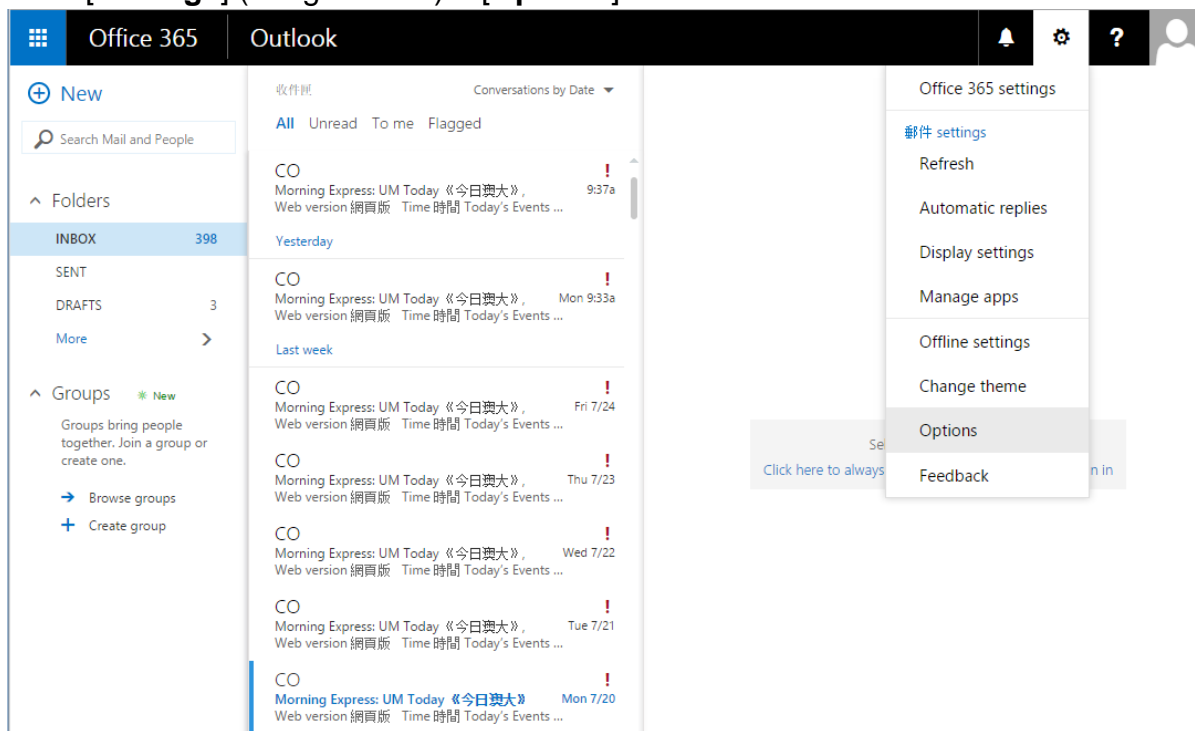


# How do I set auto forward in UM@Connect?

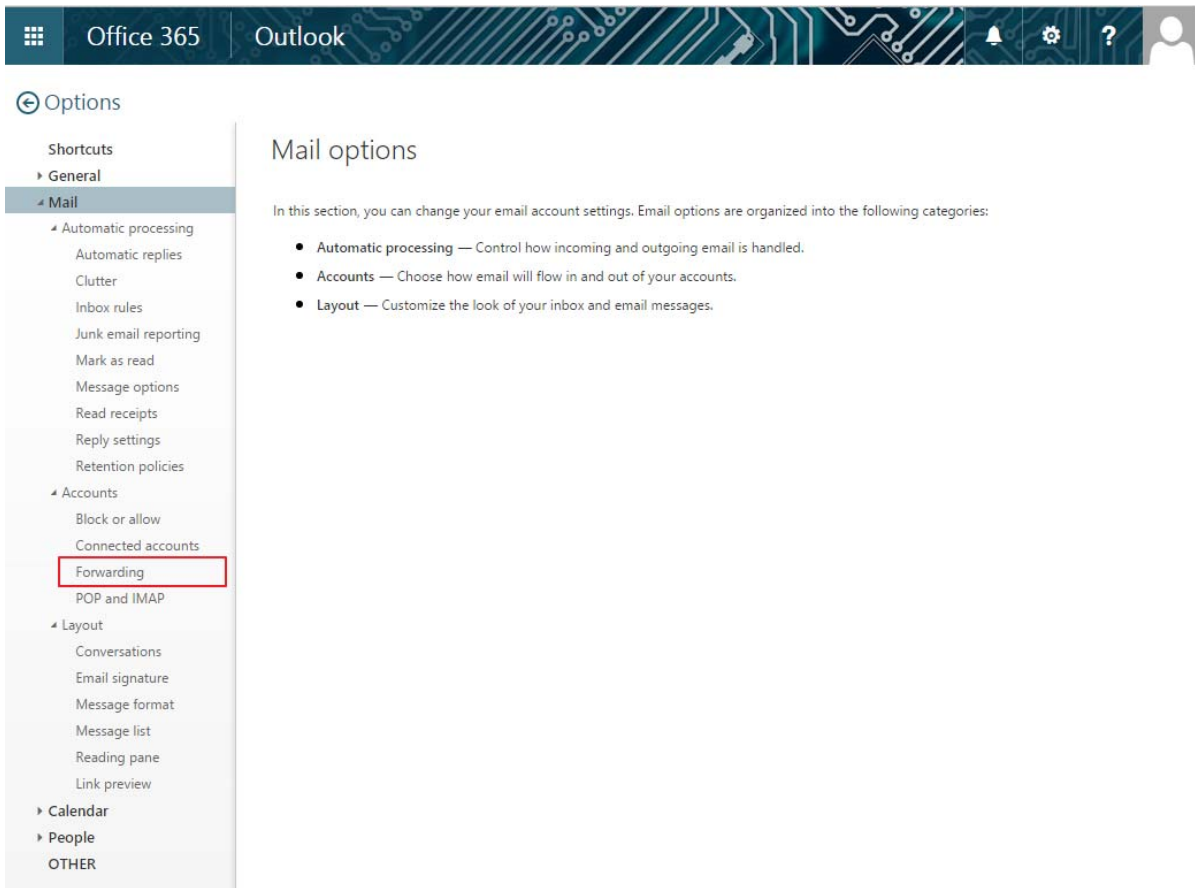
You can use **Forwarding** function to forward all your incoming emails automatically to another email account. You can also choose to keep or not to keep a copy of all forwarded emails in your UM@Connect mailbox.

After login to UM@Connect, please

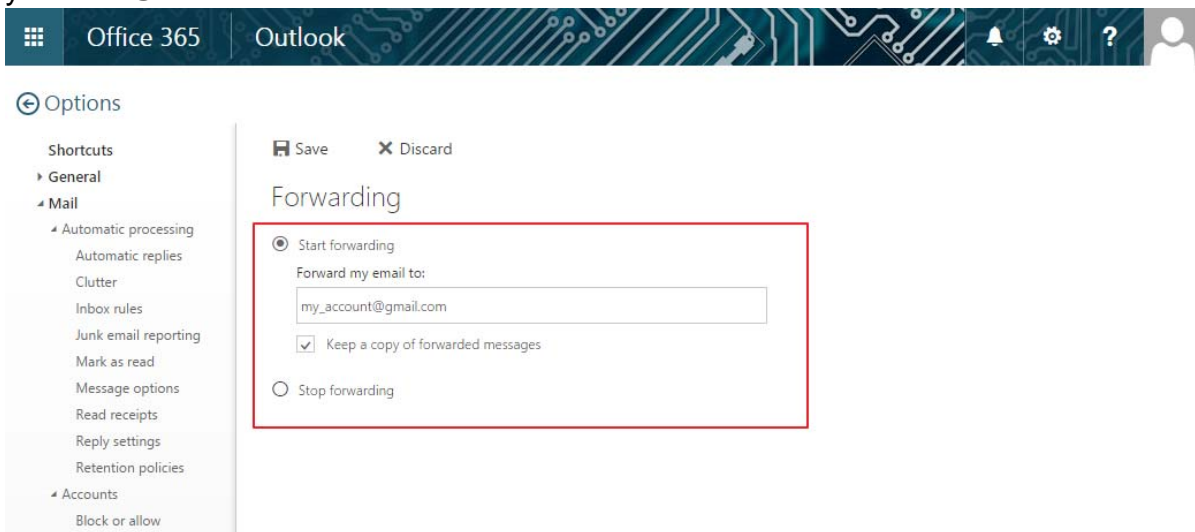
1. Click **[Settings]** (the gear icon) > **[Options]**



2. Choose **[Forwarding]** under **[Mail]** > **[Accounts]** of the left hand side menu.



3. Select **[Start forwarding]** and type in the email address to forward. It is recommended to check the box **[keep a copy of forwarded message]** for keeping a copy of the emails in your UM@Connect mailbox.



4. Click **[Save]** to complete