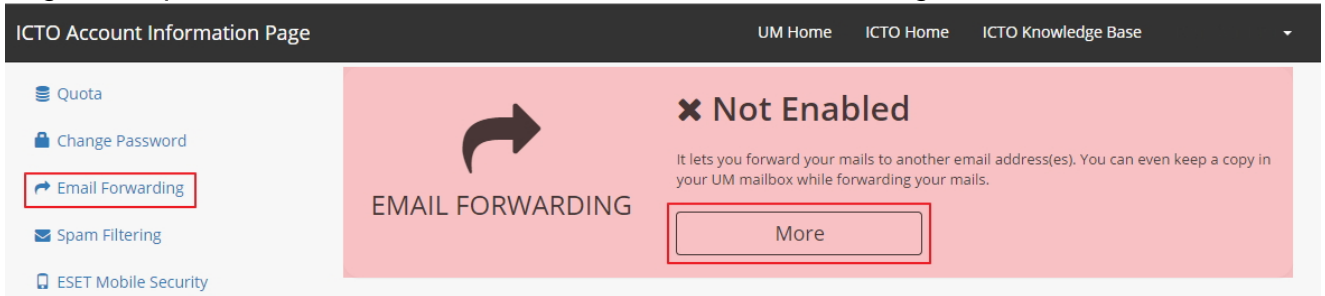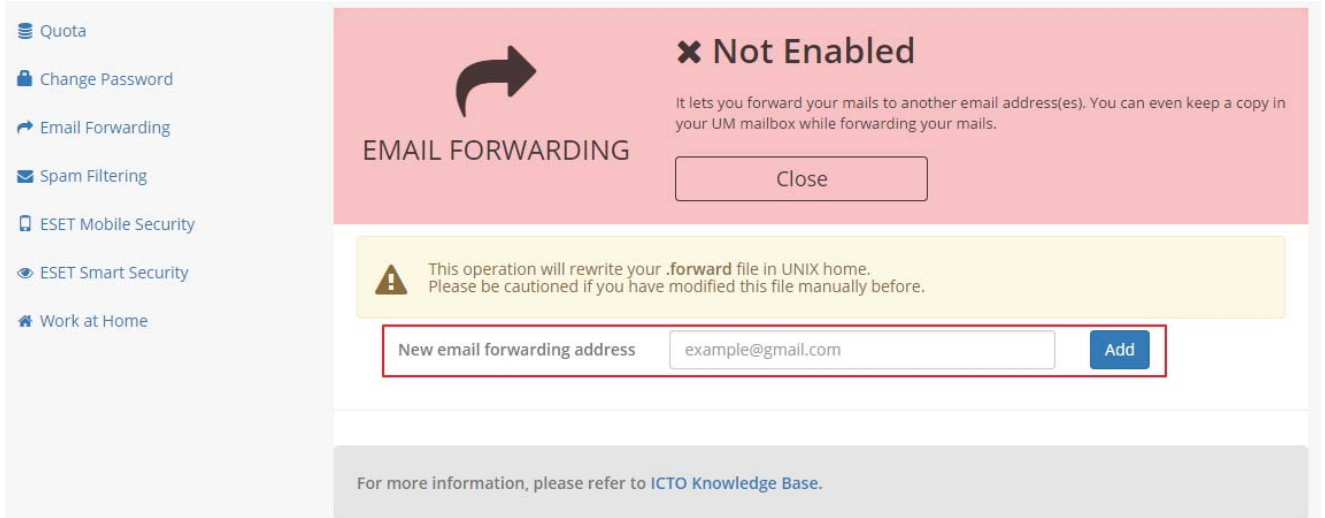# How to set email forwarding in Student Webmail?

Email forwarding will help you to forward all incoming emails in Student Webmail to your own email account automatically. Please follow the steps below:
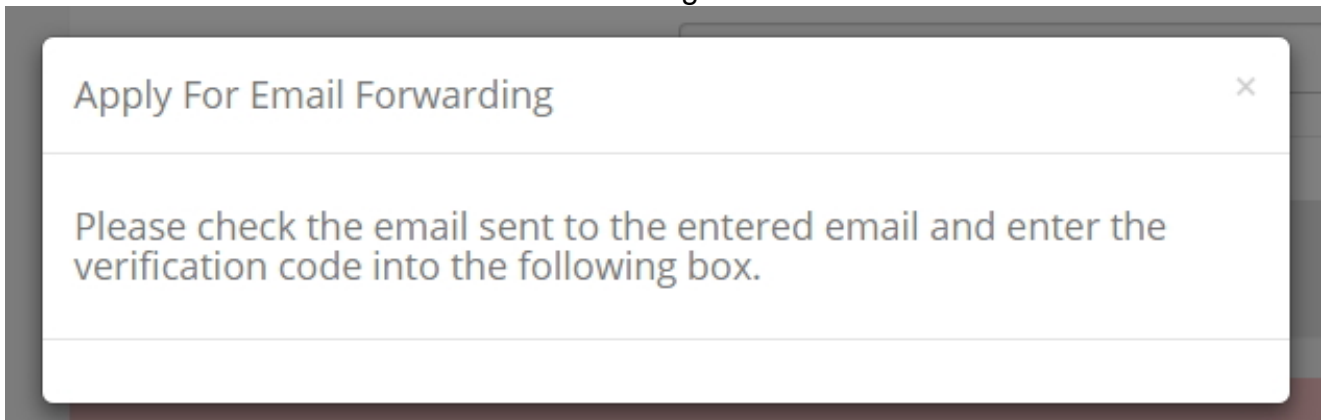
1. Login to http://account.icto.umac.mo, and click "Email Forwarding" and then click "More".
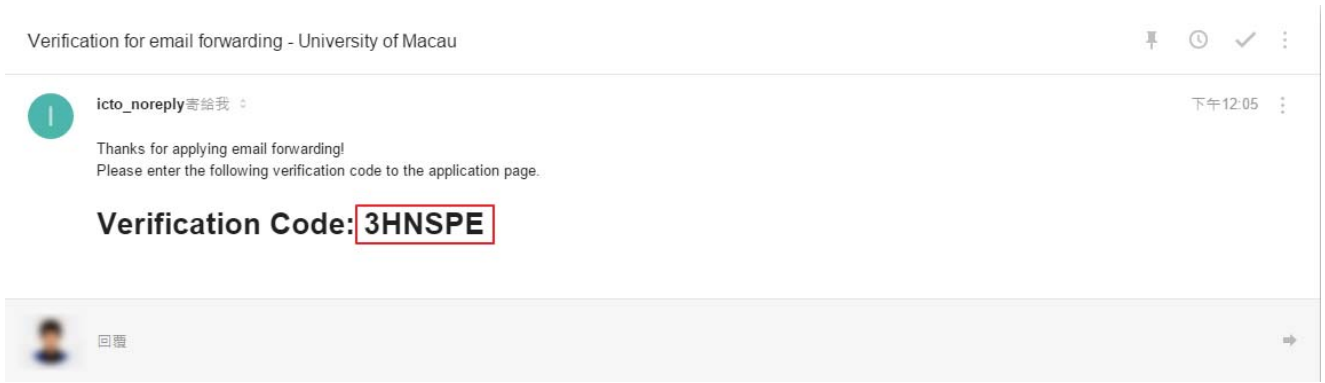

2. The following dialog will be shown, and then input "New email forwarding address" in the highlighted input box. Click "Add".
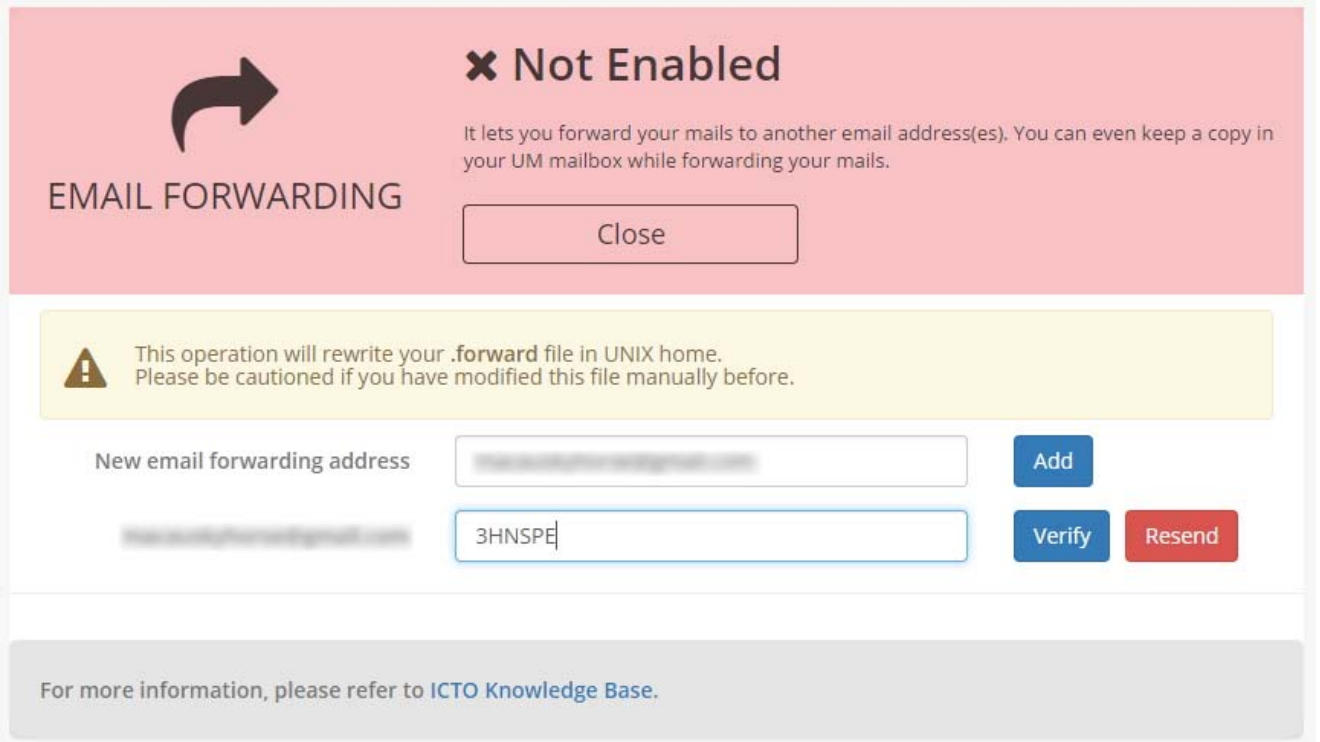

3. The information box will be shown and request you to check the verification code in an automatic email sent to the new email forwarding address.
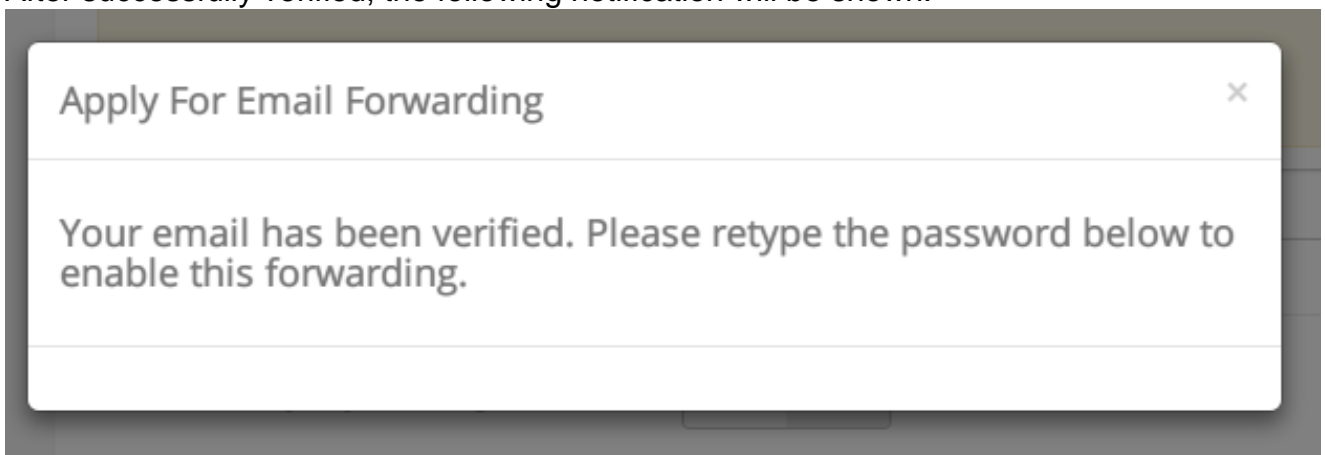
4. Input the verification code and click "Verify". If you haven't receive the above email, please click "Resend" or check whether there is any mistakes for the new email forwarding address.

5. After successfully verified, the following notification will be shown.

6. The new email forwarding address will be added as shown below.
   - A switch "ON / OFF" beside the verified email address.
     – When switch "ON", auto-forward has been enabled and the incoming emails will be forwarded to the verified email address.
     – When switch "OFF", auto-forward has been disabled.
   - Moreover, you can switch "ON / OFF" to enable or disable the "Keep copy in UM

mailbox" function.
– When switch "ON", one copy of forwarded emails will be kept in your UM mailbox.
– When switch "OFF", the incoming emails will be forwarded to the verified emails
address and no copy will be kept in your UM mailbox.

7. Finally, enter your Student Webmail password and click "Submit" to confirm the changes.