## 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]

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SENT DRAFTS 3		Manage apps	
More >	Last week	Last week	Offline settings
<ul> <li>Groups * New</li> <li>Groups bring people</li> <li>together, Join a group or</li> </ul>	Morning Express: UM Today《今日澳大》, Fri 7/24 Web version 網頁版 Time 時間 Today's Events	c.a	Options
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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.

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Shortcuts > General 4 Mail	■ Save × Discard Forwarding		
4	Automatic processing Automatic replies Clutter	Start forwarding     Forward my email to:	
	Inbox rules Junk email reporting Mark as read	my_account@gmail.com           Image: Weep a copy of forwarded messages	
	Message options Read receipts	O Stop forwarding	
	Reply settings Retention policies Accounts		
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4. Click [Save] to complete