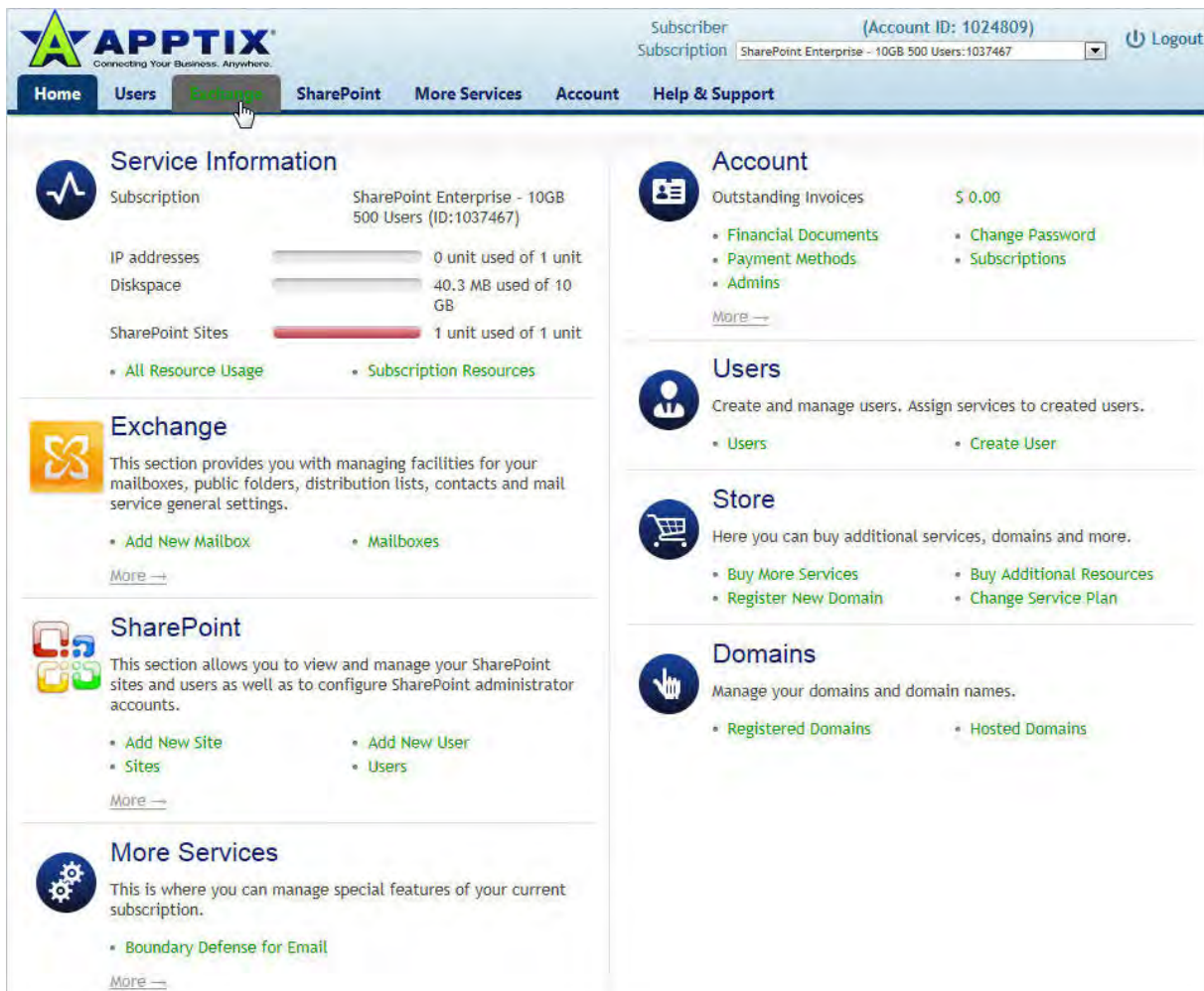


# Configure Email Forwarding

You can set up a user's mailbox to forward email to another location using the Apptix Control Panel. For instance, if a user does not always have access to their Outlook account, or would like to access email via another service, you can quickly and easily forward their email messages to another account, while leaving a copy in their inbox. Disabling the forwarding is just as quick and easy.

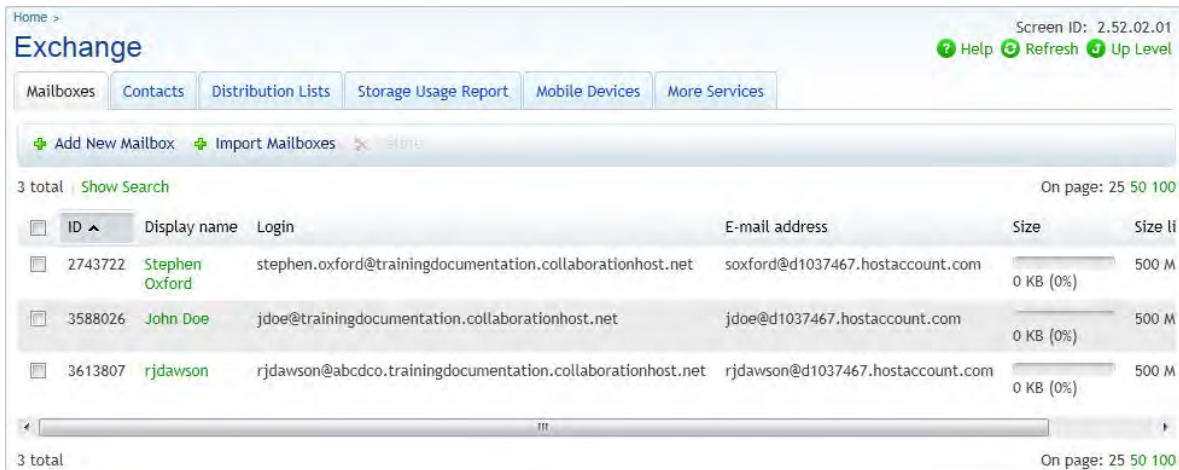
1. Log into the Control Panel.

The Apptix Control Panel's main dashboard displays:



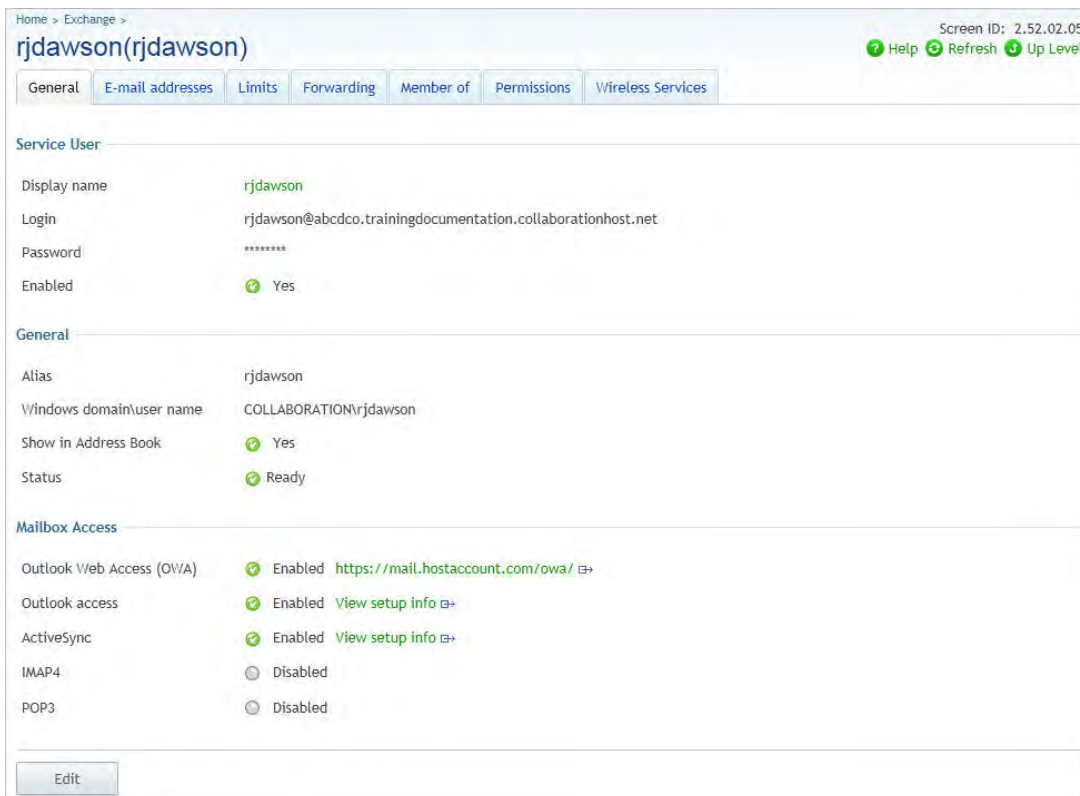
2. Select the **Exchange** tab from the menu bar.

The **Exchange** dashboard displays:



- Select the mailbox from which you would like to forward email by clicking the in the **Display name** column.

The **Mailbox Details** screen for the selected email address displays.



4. Click the **Forwarding** tab:

Home > Exchange >  
rjdawson(rjdawson)  
Screen ID: 2.52.02.22  
Help Refresh Up Level

General E-mail addresses Limits **Forwarding** Member of Permissions Wireless Services

Forwarding  Disabled

Enable

5. To enable forwarding, click the [**Enable**] button.

The screen changes to enable you to select the email address to which you would like to forward messages.

Home > Exchange >  
rjdawson(rjdawson)  
Screen ID: 2.52.02.23  
Refresh Up Level

General E-mail addresses Limits **Forwarding** Member of Permissions Wireless Services

E-mail address

Leave copy of messages

Submit Cancel

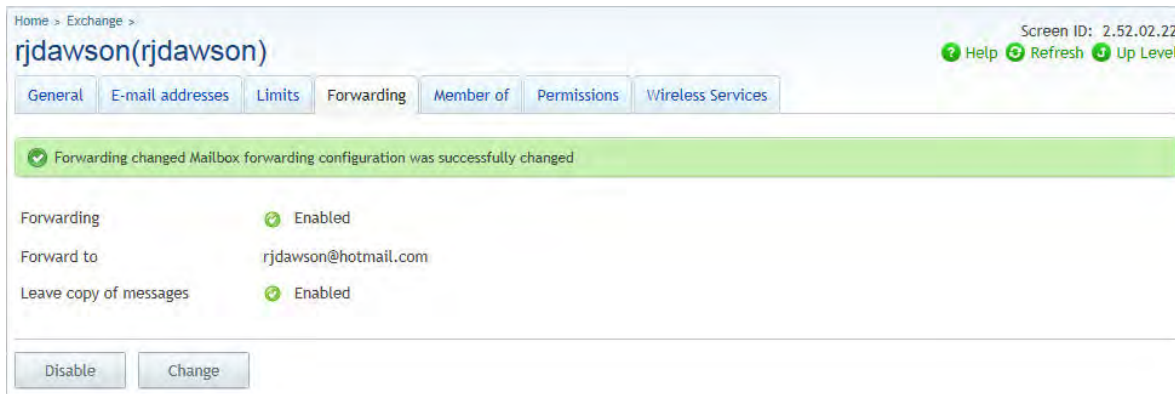
6. In the **E-mail address** input box, type the email address to which you would like to forward messages.

If you wish to leave a copy of the email messages in the user's Apptix mailbox (in addition to the copy being forwarded), click the checkbox next to **Leave copy of messages**.

Once you have defined the forwarding email address, click the [**Submit**] button.

- If you do not click the **Leave copy of messages** checkbox, email will be forwarded to the external email address without saving a copy in the Apptix mailbox.

A confirmation screen displays the forwarding parameters submitted:



7. On the confirmation screen you can click the **[Disable]** button to cancel the forwarding or click the **[Change]** button to edit the forwarding email address defined.

**NOTE:** To forward to multiple email addresses, create a Distribution List and use the list's email address as the email forwarding address (see *Create a Distribution List* for more information).