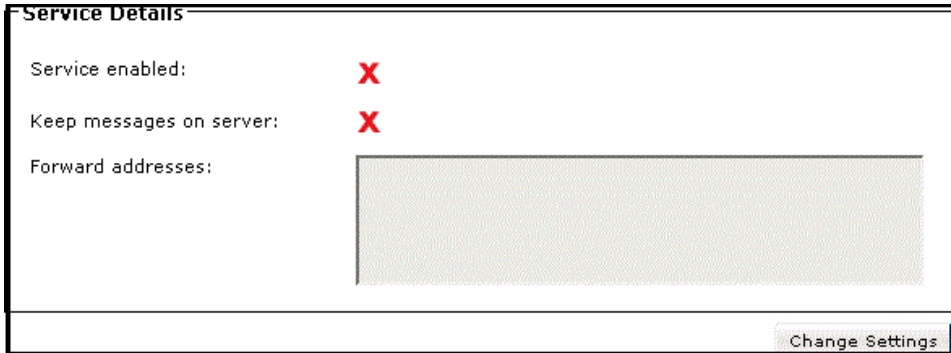


# How To Set Up An Auto Forwarder In Site Manager

An Auto Forwarder will allow you to automatically forward all mail sent to a user be forwarded to a different specified address:

1. Click on the **Change Settings** button from the **Auto Forwarder** section of your **User Account Control Panel** (**Figure 1**).



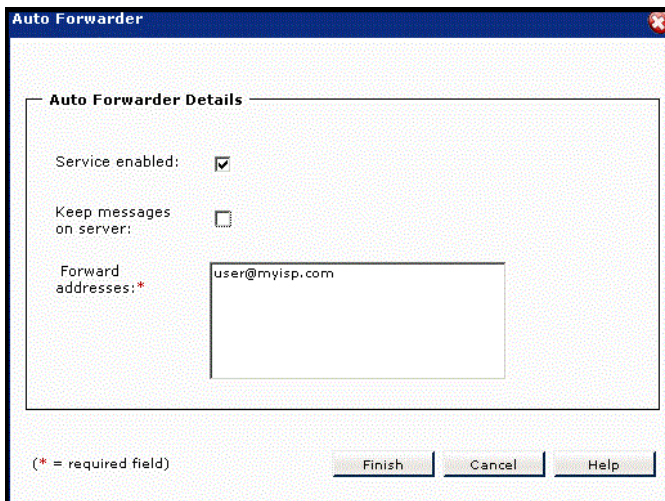
The screenshot shows a web interface titled "Service Details". It contains three rows of settings:

- "Service enabled:" followed by a red "X" mark.
- "Keep messages on server:" followed by a red "X" mark.
- "Forward addresses:" followed by an empty text input box.

At the bottom right of the panel is a button labeled "Change Settings".

(Figure 1: Auto Forwarder Example Screen)

2. Make sure the **Service enabled** checkbox (  ) is checked (**Figure 2**).
3. If you would like a copy of all e-mail to remain on the server, make sure the **Keep messages on server** checkbox (  ) is checked (**Figure 2**).  
**NOTE:** Mail stored on the server will count against your web site quota.
4. Enter the address you would like the e-mail forwarded to in the **Forward Addresses** text box.  
**NOTE:** You can have your e-mail forwarded to more than 1 e-mail address, simply place each unique e-mail address on it's own line in the text box (the **Auto Forwarder** does not recognize comma seperated lists).
5. Click the **Finish** button.



The screenshot shows a dialog box titled "Auto Forwarder" with a sub-section "Auto Forwarder Details". It contains three rows of settings:

- "Service enabled:" followed by a checked checkbox.
- "Keep messages on server:" followed by an unchecked checkbox.
- "Forward addresses:\*" followed by a text input box containing "user@myisp.com".

At the bottom left is the text "( \* = required field)". At the bottom right are three buttons: "Finish", "Cancel", and "Help".

(Figure 2: Auto Forwarder Settings Example Screen)

To change/disable the Auto Forwarder, click the **Change Settings** button.