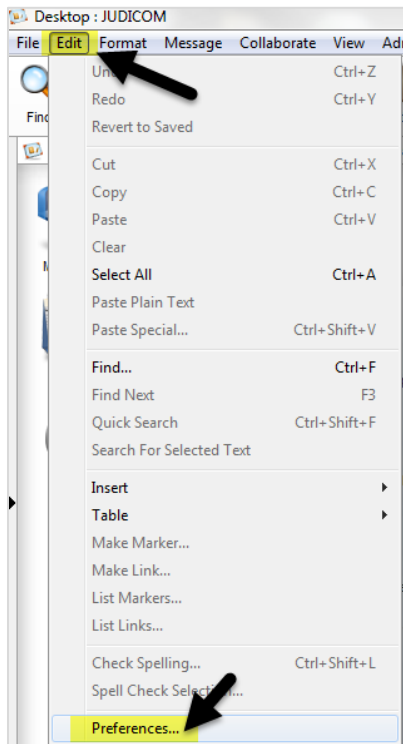


# How to Automatically Redirect your JUDICOM Email to a Separate E-mail Address

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In order to ensure that all of your emails are redirected to an alternative email address, for example a Gmail email address, you must first be logged into your account.

1. From your JUDICOM desktop, click on the “**Edit**” menu, located at the top, then choose the option “**Preferences**”



2. This will open the “**Preferences**” window. Click on the “**Messaging**” tab.
3. On the “**Mail Rules**” tab, where it says “**Automatically forward**”, choose “**Yes**” for “**Local mail:**” and choose “**Yes**” for “**Internet mail:**” as well
4. For the “**Method:**” choose “**Redirect**”.

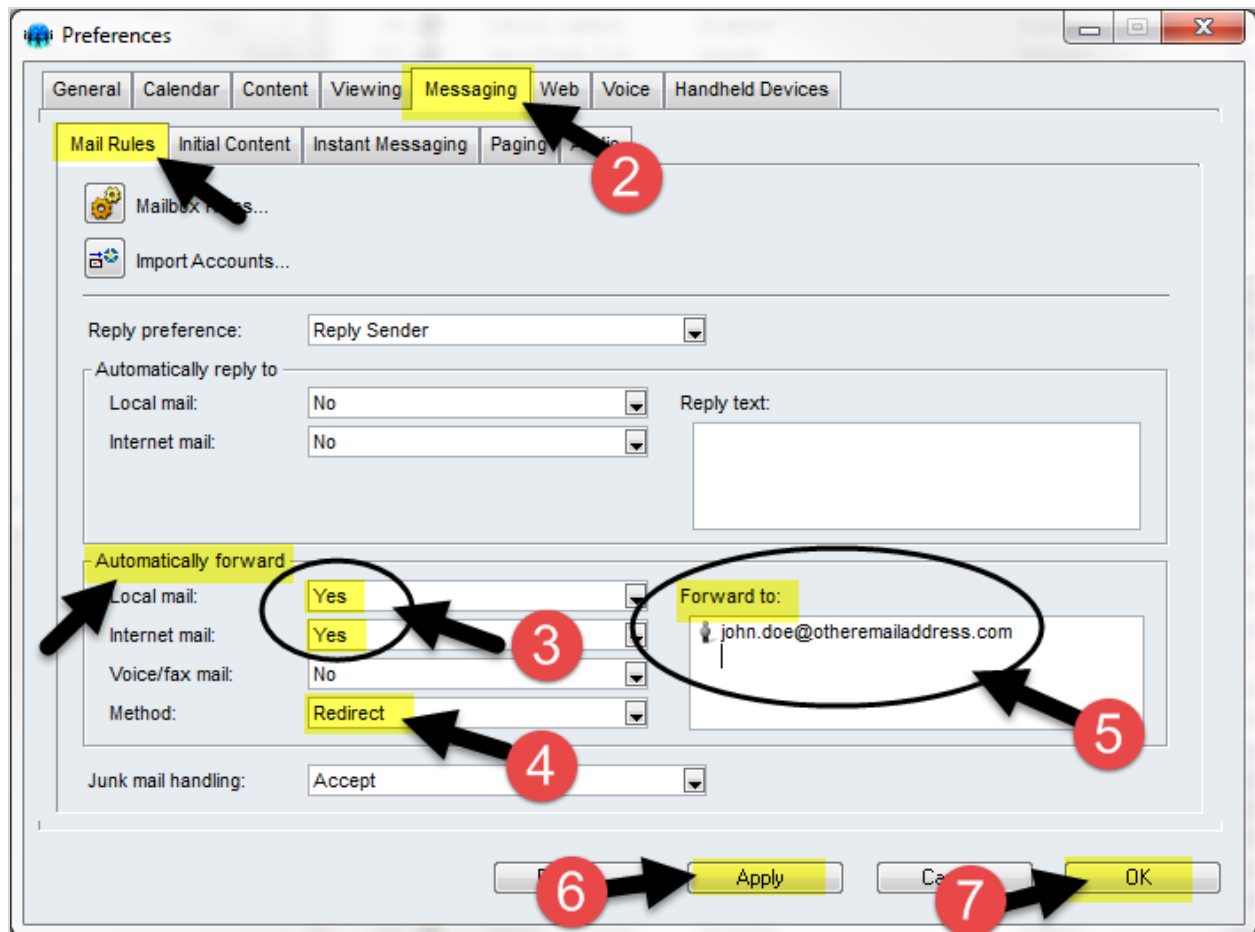
**Note:** If you chose “**Forward**”, this will forward all of your emails to your new email address, but will have your JUDICOM e-mail address as the sender. We always recommend “**Redirect**” because this will redirect all of your emails to your new email address AND will keep the original sender’s email address. So when you reply to an email (originally sent to your JUDICOM account) from your new email address, you will reply to the original sender and not yourself (if you chose Forward as the method)

# How to Automatically Redirect your JUDICOM Email to a Separate E-mail Address

5. In the “**Forward to:**” section, enter your other email address where you would like all of your JUDICOM e-mails be sent to.

**Please note** that when you see a little man appear at the left of the email address, you’ve successfully entered the e-mail address.

6. Click on the **Apply** button
7. Click on the **OK** button



From this point on, all emails sent to your JUDICOM account will be automatically redirected to your new email address.