<u>Doteasy KB</u>

How to setup email forwarding

- This feature allows a copy of any email sent to one address to be forwarded to another address. This lets you use one account to check mail sent to several email addresses. You can also discard email or send (pipe) mail to a program.
  Please note that any email account with BoxTrapper enabled should use the Box Trapper Forward List feature.
  To view forwarders for a specific domain on your account, click the Managing: menu and choose the domain for which you wish to set forwarders.
  To quickly find a specific email address, enter a keyword in the Search field and click Go.
  To add a mail forwarder
  1. Click Add Forwarder.

  2. You can choose from 3 options:
    To forward mail, enter the address to which mail should be forwarded. It is also possible to discard incoming messages and automatically send a failure notice to the sender. (Incoming messages can also be discarded without an automatic response under the Advanced Options link. That option is not recommended, however, since the sender will be unaware that the delivery failed.) Messages can also be automatically forwarded to a program by defining a path to the program, for example /home/$utility, in the Pipe to Program field.

-1. 3. Click Add Forwarder.
    To view the route a forwarded message takes, select Trace in the list of forwarded addresses. This makes it possible, for example, to locate a mail routing error.
    Important: If you wish to forward mail to another account without receiving mail at your cPanel account, simply create a forwarder from an address that does not have a corresponding account in cPanel. Alternatively, if the account already exists, you can delete it in cPanel. Afterward, all mail will be forwarded to the destination you have configured using the Forwarders feature.
    If you do not delete the cPanel account whose mail is being forwarded, then both accounts will receive mail.
    Remove a Mail Forwarder
      Click Delete next to the appropriate forwarded address.   Confirm that this forwarder should be deleted on the following page.

-1. Add a Domain Forwarder
    This feature will allow all mail sent to a domain to be forwarded to another domain. Adding a domain forwarder will override the default address for the selected domain.
    To add a domain forwarder:
      Click Add Domain Forwarder. Enter the domain to which you would like to forward email. Click Add Domain Forwarder.

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