5.14 Email Forwarding

Use **Email forwarding** in the Email sidebar to forward all new incoming mail to another mailbox. Forwarding runs on the mail server while your browser is closed.

1. Open **Email forwarding** and enable forwarding.
2. Enter the destination email address. It must be different from the mailbox you are forwarding.
3. Choose whether to keep a copy in LightDrive.
4. Review the summary and save.
5. Send a new test message and check the destination mailbox.

Keeping a copy

With a local copy enabled, Email filters still organize local delivery and may also forward matching mail. Without a local copy, incoming mail is forwarded and Email filters are skipped. Existing messages in LightDrive are unchanged.

Forward only certain messages

Use Filters & blocked senders when only selected senders, recipients, domains, or subjects should be forwarded. Choose the forwarding action in a filter rather than enabling all-message forwarding.

Stop forwarding

Turn off forwarding and save. Also review Email filters if you want to stop conditional forwarding. Avoid forwarding two mailboxes to each other, which can create a forwarding loop.

Blocked senders

Messages from blocked senders go to Spam before forwarding or automatic replies run. They are not forwarded and receive no automatic reply. Manage blocked addresses in **Filters & blocked senders**, or use **Unblock sender** in a message’s More menu.

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