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Nex Venture

Nex Venture Techsupport

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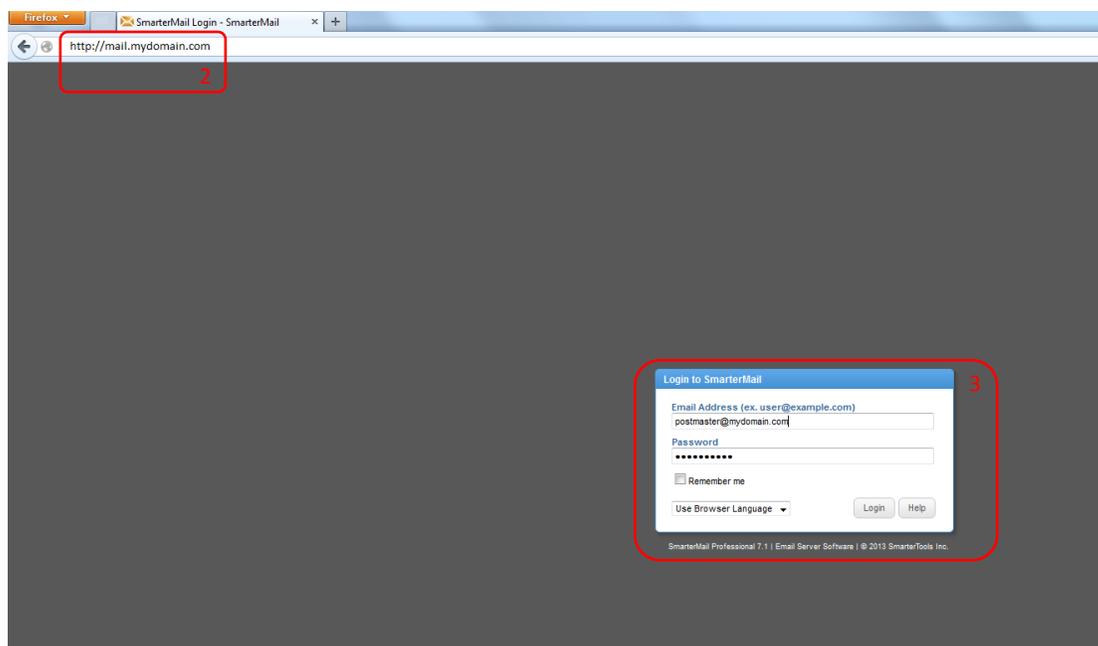## POSTMASTER GUIDE

MAIL FORWARDING

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[DOCUMENTATION]

This is a setup guide based on general practice, for special customization; please contact us for further information.
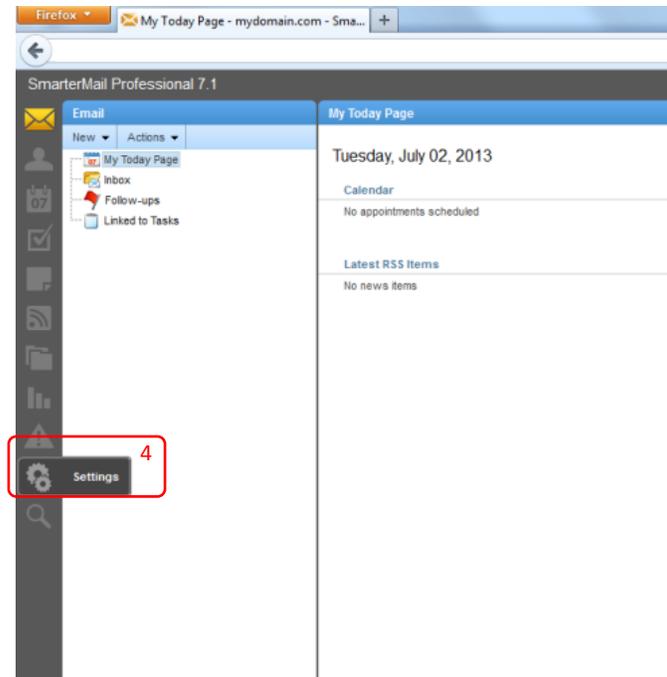
1. Open a web browser (e.g. Mozilla Firefox, Google Chrome, Internet Explorer, etc).

2. Key in the URL of your company's mail server as provided my Nex-Venture.
   (We will use mail.mydomain.com as an example)

3. Login with the postmaster account (e.g. postmaster@mydomain.com).

4. After logging in, click on '**Settings**' found on the left column.

5. Go to **Domain Settings** > **Users**.
6. Select and 'check' the <**Group**> account
7. Click '**Edit**'.
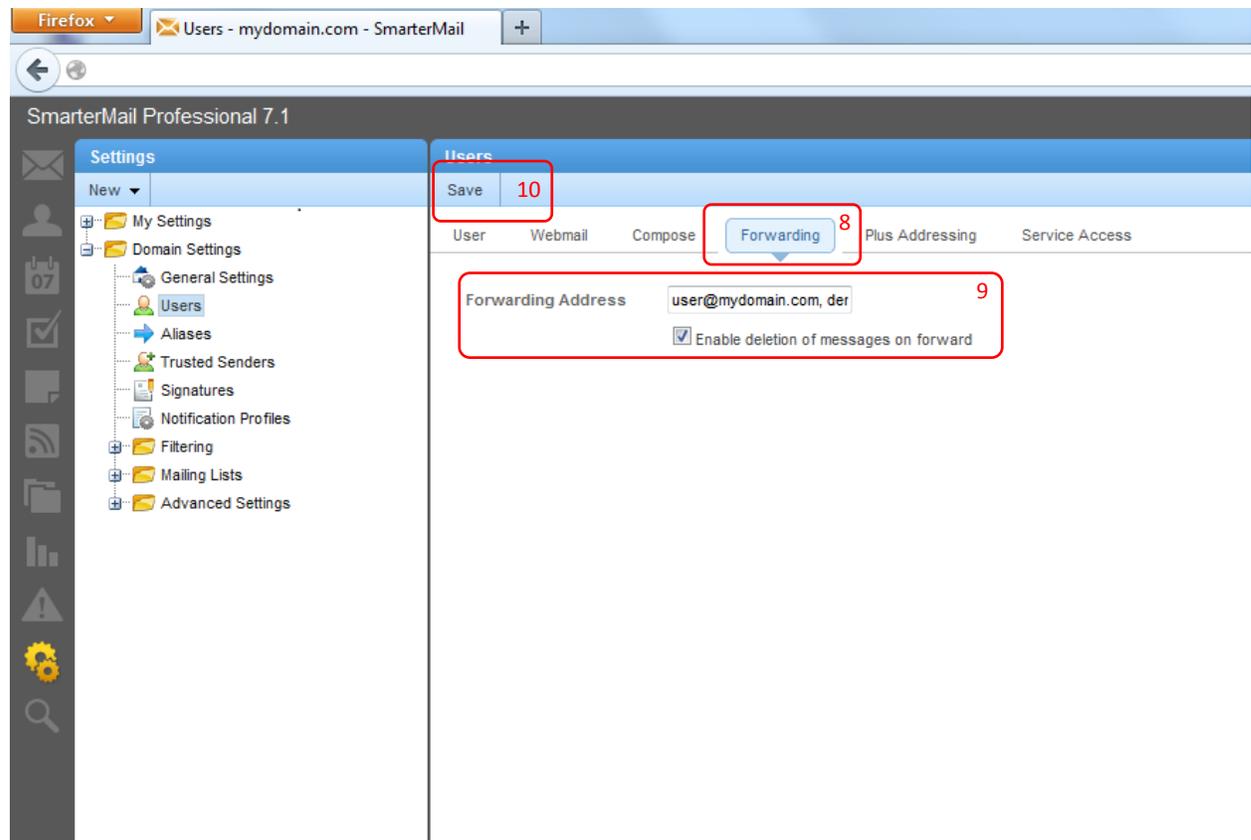
8. Select the '**Forwarding**' Tab.

9. Add the **full email address** of the user to be forwarded to in the '**Forwarding Address**' field.

   Note:

   - By checking the '**Enable deletion of messages on forward**' check box, all mails that had been forwarded will not be stored in the <Group> account inbox, essentially minimizing overall usage of allotted storage size.
   - Should there be more than one email address to add, a comma (,) can be used to separate the email addresses.
   - ***Important*** Ensure that mails forwarded to the user are not being re-forwarded to the group.

10. Click on '**Save**' and you are done.