

2013

Nex Venture

Nex Venture Techsupport



## POSTMASTER GUIDE

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# MAIL FORWARDING

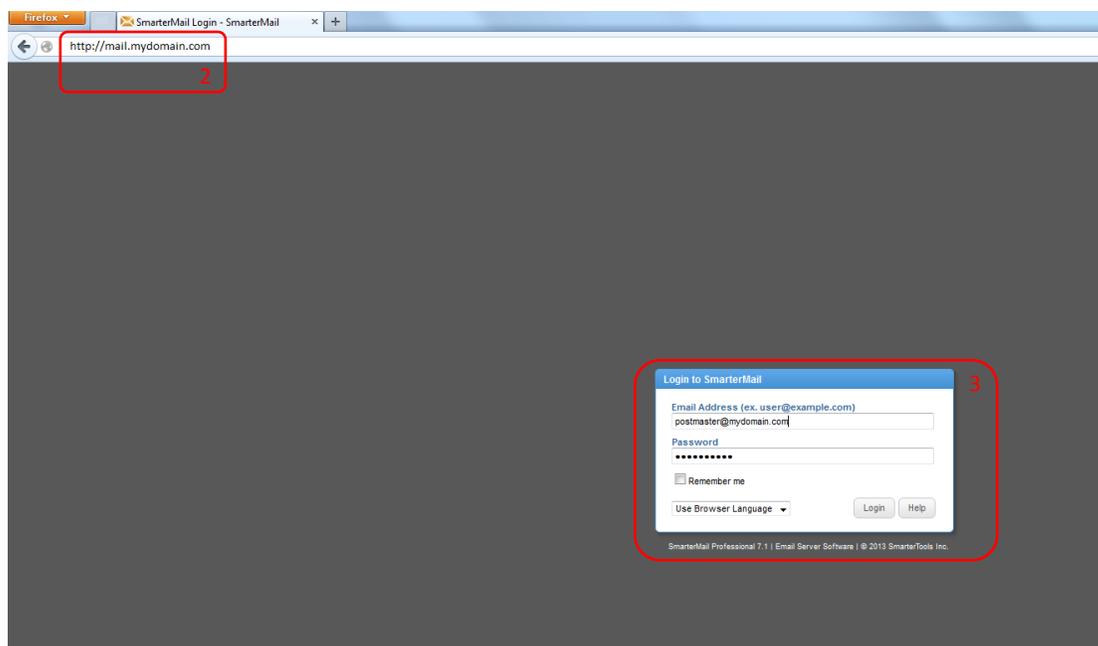


## [DOCUMENTATION]

This is a setup guide based on general practice, for special customization; please contact us for further information.

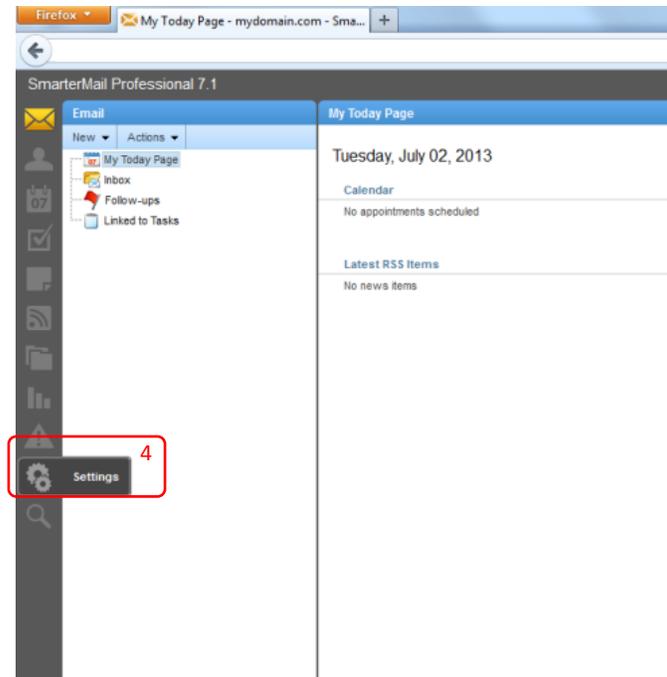


1. Open a web browser (e.g. Mozilla Firefox, Google Chrome, Internet Explorer, etc).



2. Key in the URL of your company's mail server as provided by Nex-Venture.  
(We will use [mail.mydomain.com](http://mail.mydomain.com) as an example)
3. Login with the postmaster account (e.g. [postmaster@mydomain.com](mailto:postmaster@mydomain.com)).





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



Firefox | Users - mydomain.com - SmarterMail

SmarterMail Professional 7.1

Settings

- My Settings
  - Account Settings
  - Auto-Responder
  - Trusted Senders
  - Signatures
  - Filtering
  - Advanced Settings
- Domain Settings
  - General Settings
  - Users 5**
  - Aliases
  - Trusted Senders
  - Signatures
  - Notification Profiles
  - Filtering
  - Mailing Lists
  - Advanced Settings

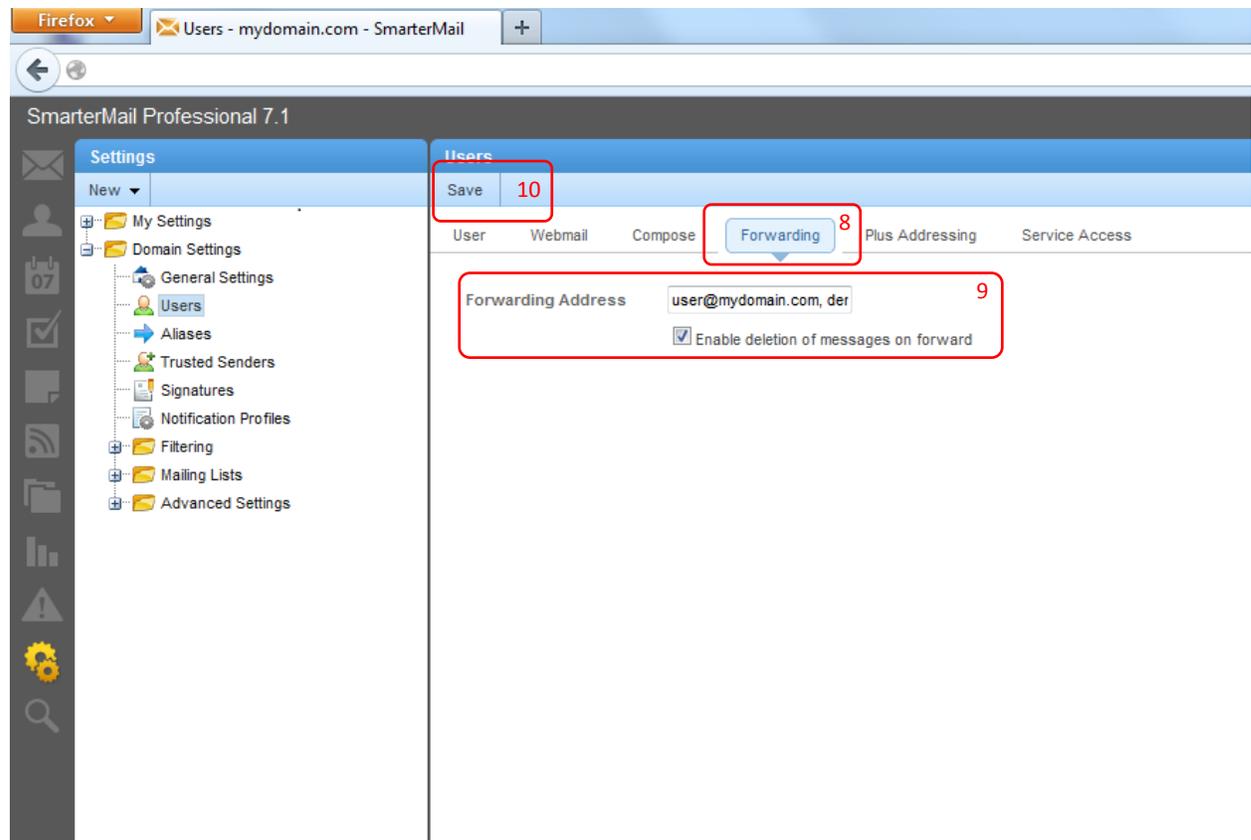
Users

New Edit 7 Delete Reindex

Username	Display Name
demo	demo
<input checked="" type="checkbox"/> group 6	group
postmaster	postmaster
user	user

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.

