



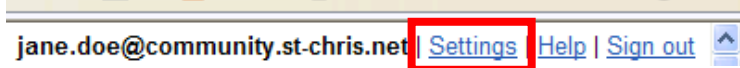
St Christopher's School

Your Community Email Account

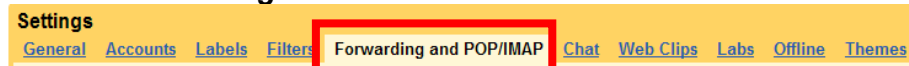
Setting Up Forwarding (in 7 easy steps)

Once you've logged in...

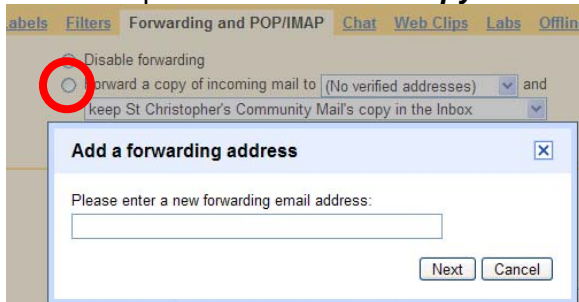
1. Choose **Settings** from the top-right corner of your email screen



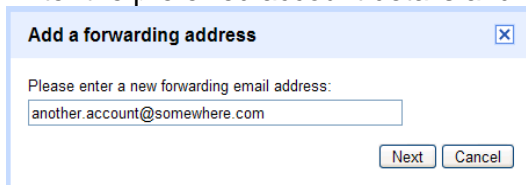
2. Choose **Forwarding and POP/IMAP**



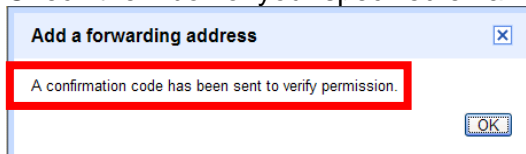
3. Click the option for **Forward a copy of incoming mail to**



4. Enter the preferred account details and click **Next**

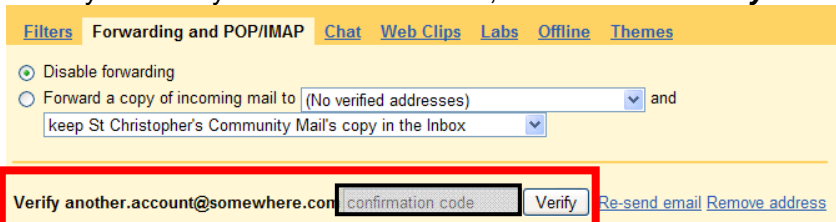


5. Check the inbox of your specified email account for the **confirmation code**



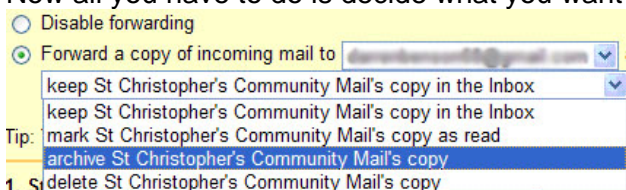
TIP: Use a new window to check your other email account

6. Once you have your verification code, enter it in the **Verify** box ...



... and click **Verify**

7. Now all you have to do is decide what you want to do with the forwarded email



You've just set up Forwarding!



St Christopher's School

Your Community Email Account

Other Types of Access/Forwarding (Advanced)

Maybe instead you'd prefer to use this account, but through an email client like *Outlook, Thunderbird, Incredimail, etc...*

Also from the **Forwarding and POP/IMAP** tab, choose your preferred method of access and click on the corresponding **Configuration instructions** link

1. POP

POP Download: [Learn more](#)

1. Status: POP is enabled for all mail that has arrived since Apr 21

- Enable POP for **all mail** (even mail that's already been downloaded)
- Enable POP for **mail that arrives from now on**
- Disable POP**

2. When messages are accessed with POP keep St Christopher's Community Mail's copy in the Inbox

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)

[Configuration instructions](#)

2. IMAP

IMAP Access: [Learn more](#)
(access St Christopher's Community Mail from other clients using IMAP)

1. Status: IMAP is disabled

- Enable IMAP
- Disable IMAP**

3. Configure your email client (e.g. Outlook, Thunderbird, iPhone)

[Configuration instructions](#)