

# Forward settings

How to set redirecting of messages to external mailbox.

- Open webmail <https://mail.cerge-ei.cz>, use your ordinary login and password.
- Find Preferences/Receiving Messages, see picture
- Set your proper remote address, double check its correctness
- Save the settings, button in upper left corner

## Hints

- Do not forget to check "Do not keep a local copy" if you do not plan to regularly clean the cerge-ei mailbox
- Do not create the loop. Do not set two redirects in opposite directions.

The screenshot shows the Zimbra webmail interface with the 'Preferences' tab selected. The left sidebar lists various settings categories, with 'Mail' currently selected. The main content area is divided into two sections: 'Displaying Messages' and 'Receiving Messages'.

**Displaying Messages:**

- Check New Mail:** 5 minutes
- Display Mail:** ☒ As HTML (when possible), ☐ As Text
- Message Preview:** ☒ Display snippets of messages in email list, ☐ Double-click opens message in new window
- Images:** ☐ Display external images automatically in HTML Email
- Reading Pane:** ☒ Mark messages in reading pane as read immediately, ☐ Mark messages in reading pane as read after [ ] seconds, ☐ Do not mark messages in the reading pane as read
- Message Selection:** ☒ Select message below the deleted or moved message, ☐ Select message above the deleted or moved message, ☐ Select next message based on previous selections (moving up or down)
- Message Color:** ☐ Set color of messages and conversations according to tag color.

**Default Mail Search:** in:inbox

**Receiving Messages:**

- Message Arrival:** ☐ Play a sound (requires QuickTime or Windows Media plugin), ☐ Highlight the Mail tab, ☐ Flash the browser title, ☐ Show a popup notification
- Forward a copy to:** support@cerge-ei.cz (highlighted with a red circle)
- ☐ Don't keep a local copy of messages

At the bottom left, there is a calendar for February 2017.

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15:41

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