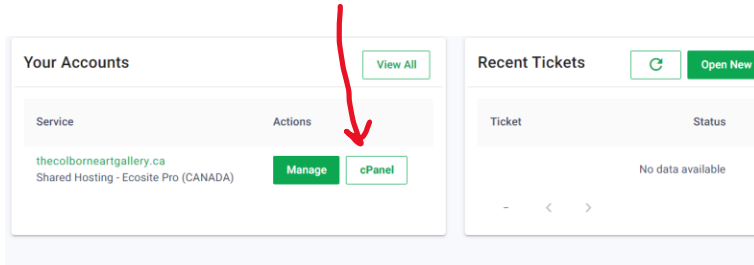


CAG EMAIL ACCOUNTS: FORWARDING MESSAGES TO VARIOUS MEMBER'S HOME EMAIL ACCOUNTS

How to set up or change forwarding options to reach specific members

1. Login to the 'GreenGeeks' hosting account portal:

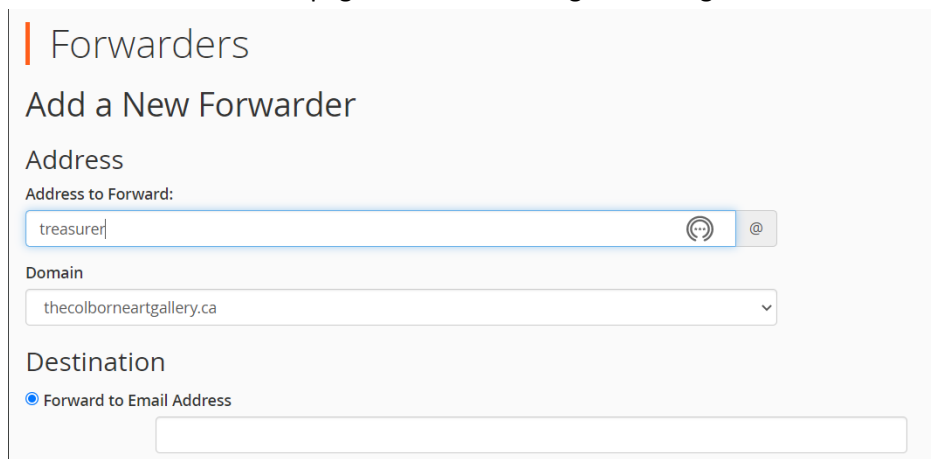
- a. <https://www.greengeeks.com/login>
- b. Login-id: sue@suewilkins.ca
- c. Password: !#%KING73441
- d. You will see this on the page. Choose cPanel



e. Next Page shows all the options:

If you are creating a new email account choose emails. Set up new. Then, go to forwarder

If you are only changing a forwarding to address choose forwarders and Add new forwarder. Note that the page is set for showing 10. Change to 20 to see more (if any).

A screenshot of the 'Forwarders' page. The 'Add a New Forwarder' form is shown. The 'Address' field contains 'treasurer', the 'Domain' is 'thecolborneartgallery.ca', and the 'Destination' is 'Forward to Email Address'. The 'Address' field has an '@' symbol and a domain dropdown menu.

Note: all you will need to put in is the first part (in this case 'treasurer', as the @ and domain is populated automatically).

Add the new email address you would like the account to be forwarded to.

Add Forwarder

Don't forget to save it by clicking the blue 'Add Forwarder' button

- f. Finally, you need to go back to Forwarders and 'delete' the forwarder that is no longer valid.

