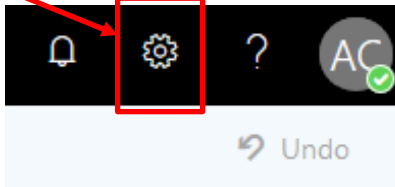


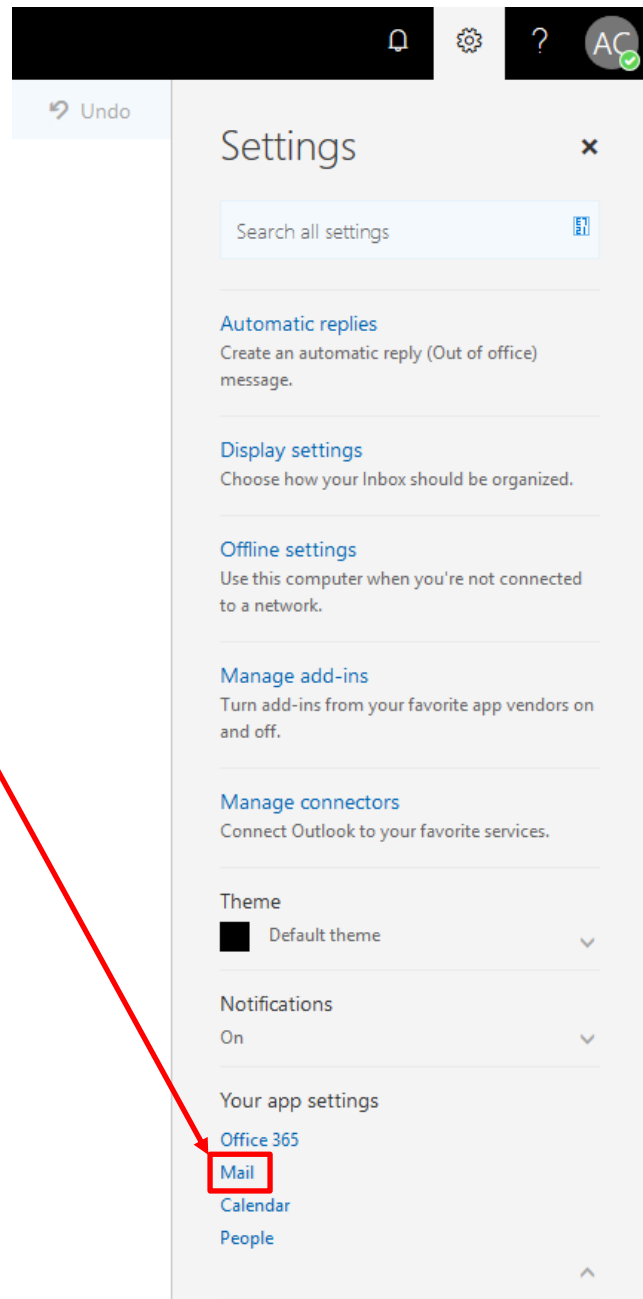
## How to Automatically Forward AFA E-mails to a Personal E-mail Account

1. Log in to your AFA e-mail as normal.
2. Click on the **Settings icon** in the upper right corner of the screen.

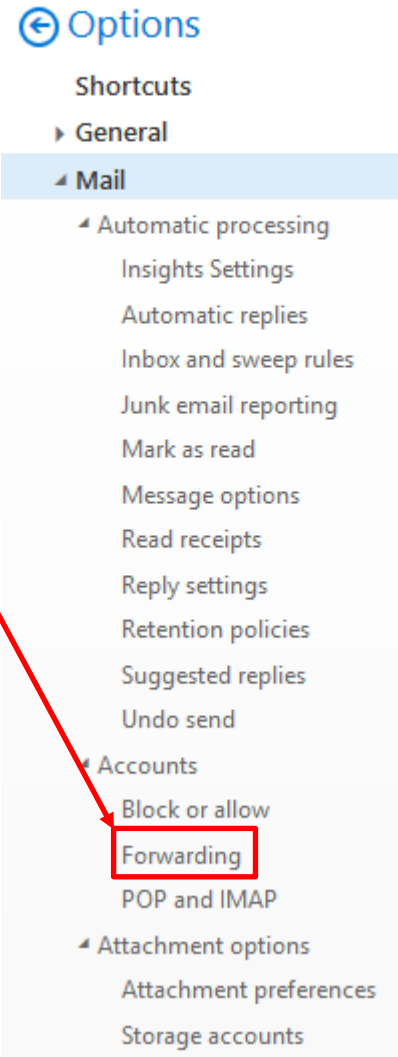


You will get a drop-down menu.

Click on **Mail** near the bottom.



3. This will generate a sidebar on the left side of the screen. Click on **Forwarding** under Accounts.



4. Click the **Start forwarding** radio button in the new display, enter your e-mail address, and click Save.

Save Discard

### Forwarding

Start forwarding

Forward my email to:

Keep a copy of forwarded messages

Stop forwarding