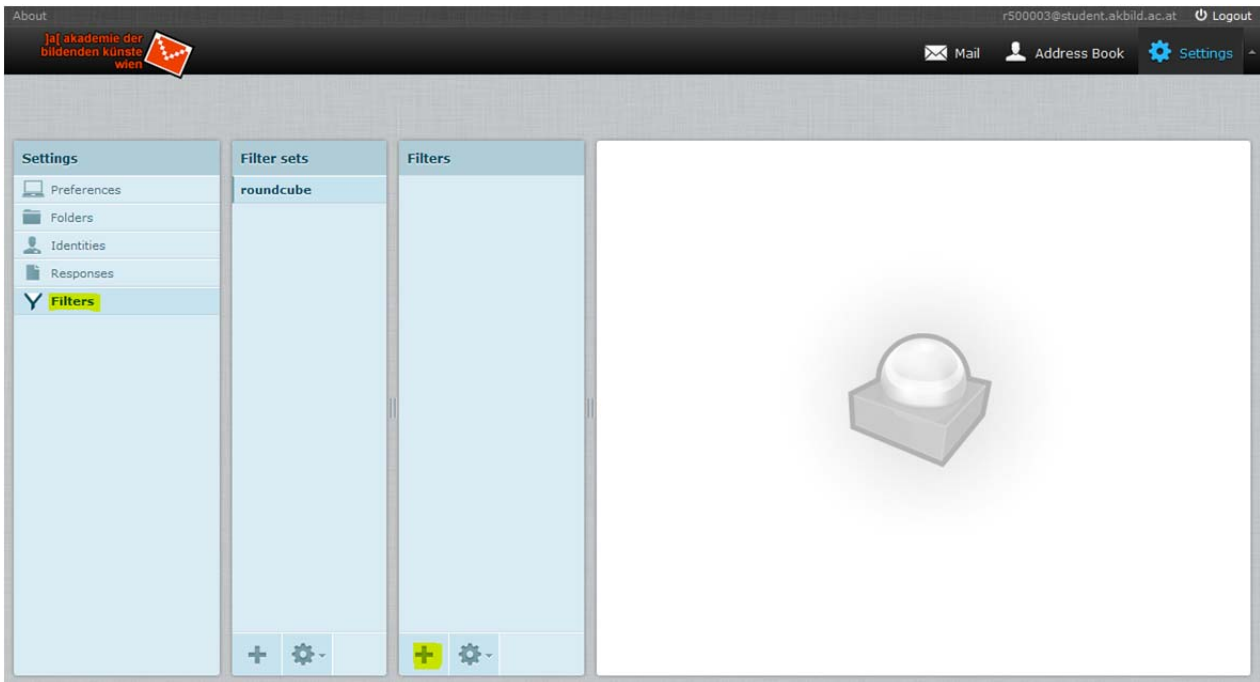


Information Sheet

How to redirect your Academy Mail to your private Email account automatically

Log into your Webmail Account and click on **Settings**, select **Filters** and then click the + Symbol in the Filter column.



Now choose a name for the Filter, select **all messages** and select **Redirect message to**. Add the E-Mail address where you want your mails to be redirected to. Finally click on **Save** to activate and save the Filter.

