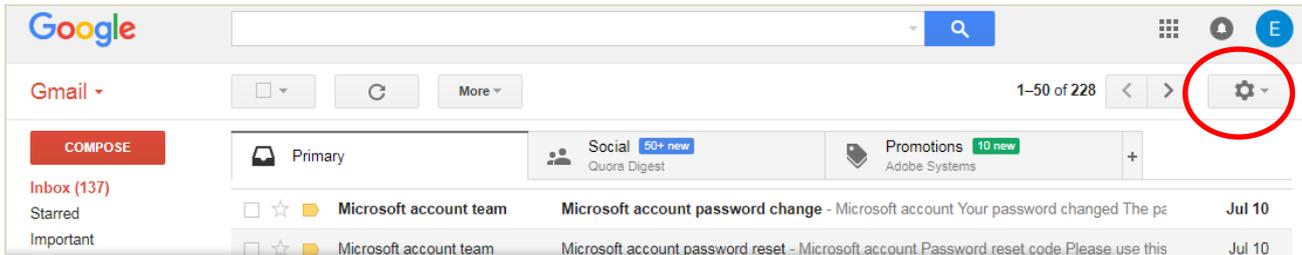
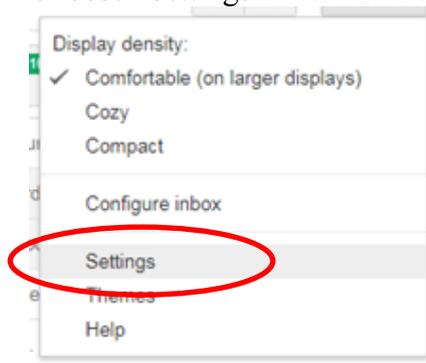


Instructions for setting email forwarding

1. Login your HKU Connect email account using Google Chrome
<http://webmail.hku.hk> (choose “Connect.hku.hk”)
2. Click on the gear  on the top right-hand side corner after login



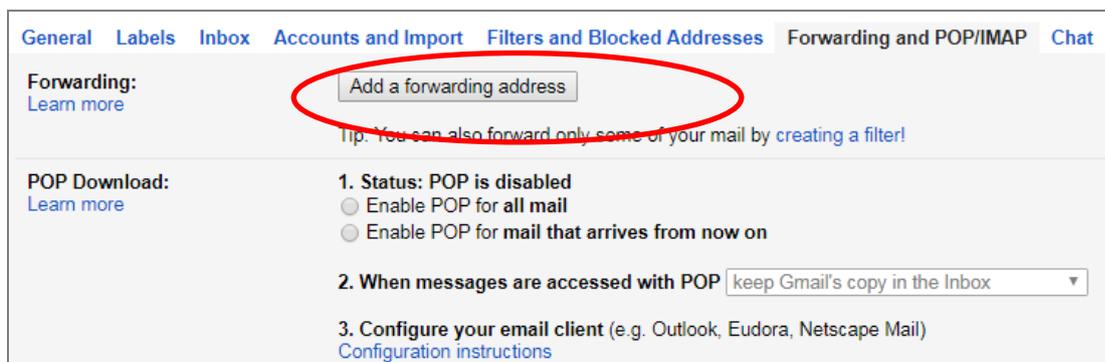
3. Choose “Settings” from the menu as shown below



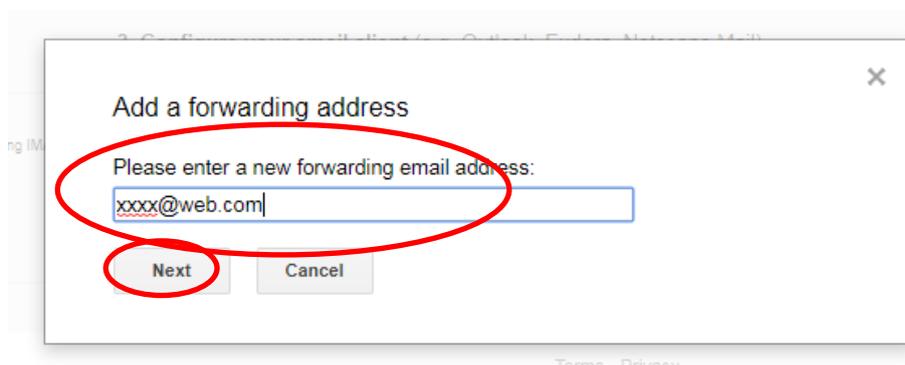
4. Choose “Forwarding and POP/IMAP” at the top



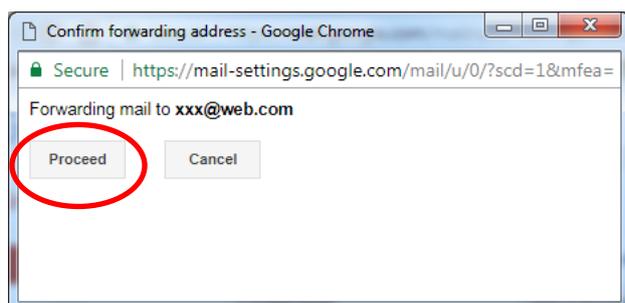
5. Click on “Add a forwarding address” button



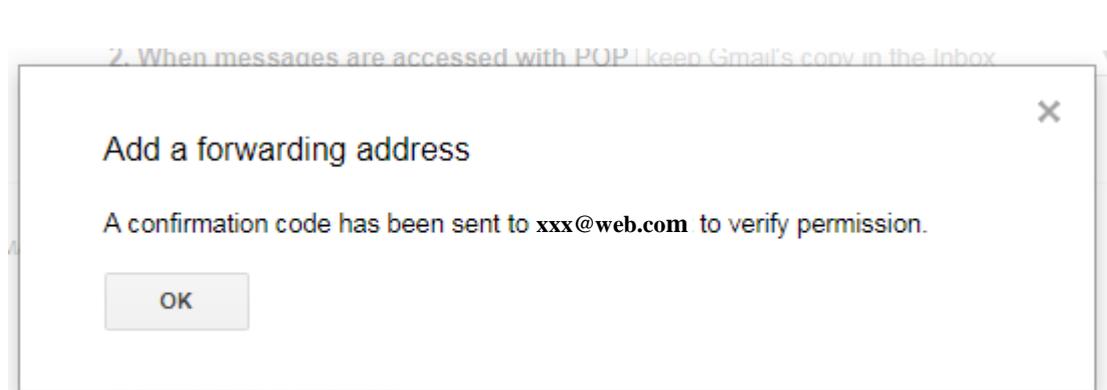
6. Type in your email address that you are going to check email from and then click on “Next”



7. Confirm that your email address is correct and then click on the “Proceed” button

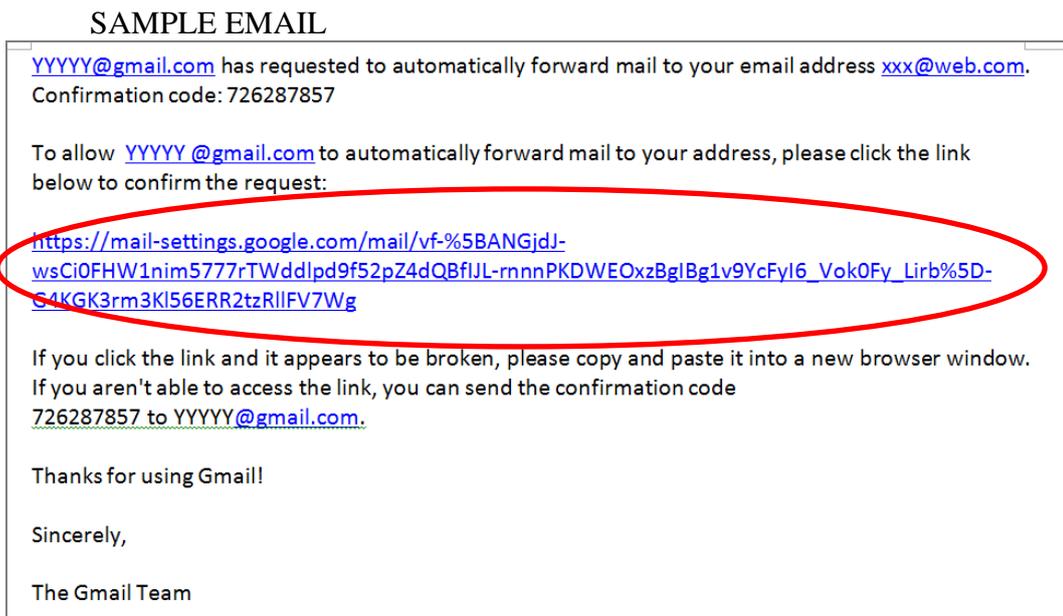


8. Then, you will receive a confirmation code



Please check your email from your regular account (account that you want to forward email to ie. xxx@web.com in our example)

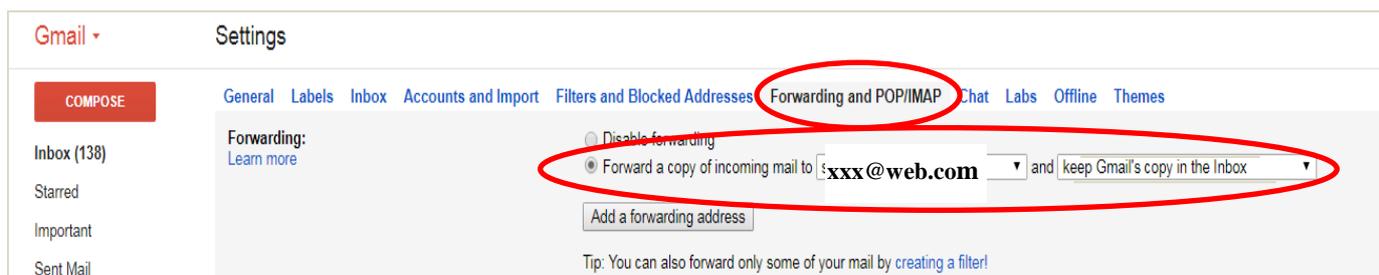
9. Please follow the verification link in the email message to confirm the change



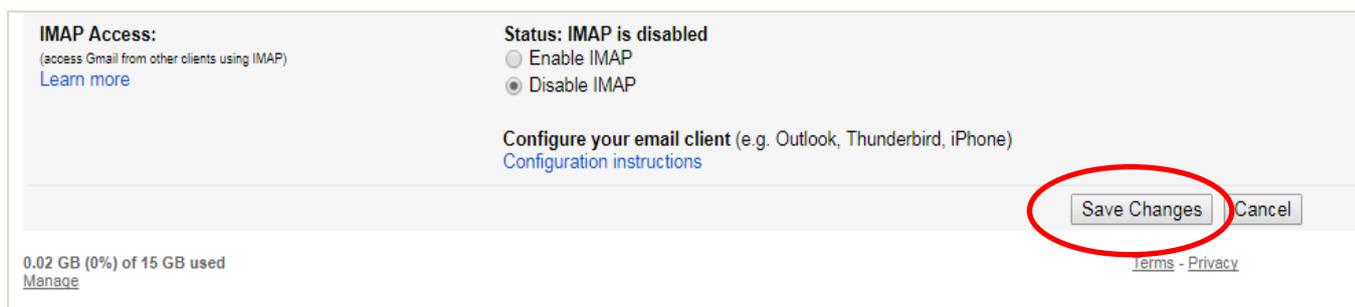
10. After the verification is done, please go back to your HKU Connect account

11. If you are NOT in the “Settings” page, please repeat steps 2 – 4 above

12. You have to choose “Forward a copy of incoming mail to” as shown below



13. At the bottom, click “Save Changes”



14. Please try to send a test mail to your @connect.hku.hk email account and see whether you can receive a copy from your forwarded account.

~End~