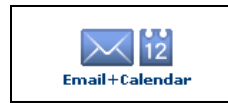


# How to forward MyPCC to personal email account

1. Open My PCC and click



2. Click "Options Tab."

3. Click "Mail Tab."

4. Click "Settings Tab."

Options - Mail Settings

**Deleting Messages from Folders:**

- Move deleted messages to folder:
- Empty messages from this folder on logout.
- Mark messages as deleted ; Use Expunge to delete messages permanently.
- Remove deleted messages from Inbox on logout.

**Sent Messages:**

- Save a copy of all sent messages in Folder:

**Message Drafts:**

- Save message drafts in folder:

**Reply quoting:**

- Include the original message in reply

**Spell Check:**

- Always spell check before sending a message

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**Mail Forwarding**

- Enable forwarding
- Do not leave copy on server

**Email Address:**

Separate multiple email addresses with a comma.

**Mail Forwarding list:**

4. Enter forwarding email address and check box "Enable forwarding"

Note: You may also choose not to leave copy of forwarded emails in your MyPCC Inbox.

5. Save changes