HOW TO FORWARD YOUR CONFERENCE EMAIL
Once you have logged in to your Conference email (see the Email login tutorial), look for the gear shaped icon in the upper right hand corner and click on the down arrow located beside it. Then click on “Settings”.
Make sure the “Forwarding and POP/IMAP” tab is selected. Click on the “Add a forwarding address” button.
Type in the email address you want to forward to. Click “Next”.

Add a forwarding address

Please enter a new forwarding email address:
forwarding@email.org

Next  Cancel
Check to see if the forwarding address is spelled correctly and is the one you want to use to forward to. Click “Proceed”.
A confirmation code has been sent to the forwarding email address. You will need to go to that email account and open the email with the confirmation code and copy it. Do not close the current page. Once you have copied the confirmation code come back to the Conference email account and click “OK”.
Paste the confirmation code in the space and click “Verify”.
Make sure “Disable forwarding” is not selected. You want the “Forward a copy…” choice selected. The text box should display as shown. Make sure you save the changes before you log out of your account.