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 near the upper right hand corner, click on it and the settings box will appear below it.

Then click on “See all 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 mail to” 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 to” 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”.

Add a forwarding address

A confirmation code has been sent to forwarding@email.org to verify permission.

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. Note that you are keeping the Conference copy in the Inbox. Make sure you save the changes before you log out of your account.