Guide for the automatic e-mail forwarding from the old e-mail domain to the new domain.

Developed by CMS /IT Centre

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By doing the following steps you will be able to receive e-mails on the new e-mail domain automatically if any one sent you an e-mail to your old e-mail address i.e xyz@nwfpuet.edu.pk

Step #1 : sign in into your old e-mail i.e xyz@nwfpuet.edu.pk .

Step#2: . Click on the icon like ⚙▾ and select **setting** as shown.
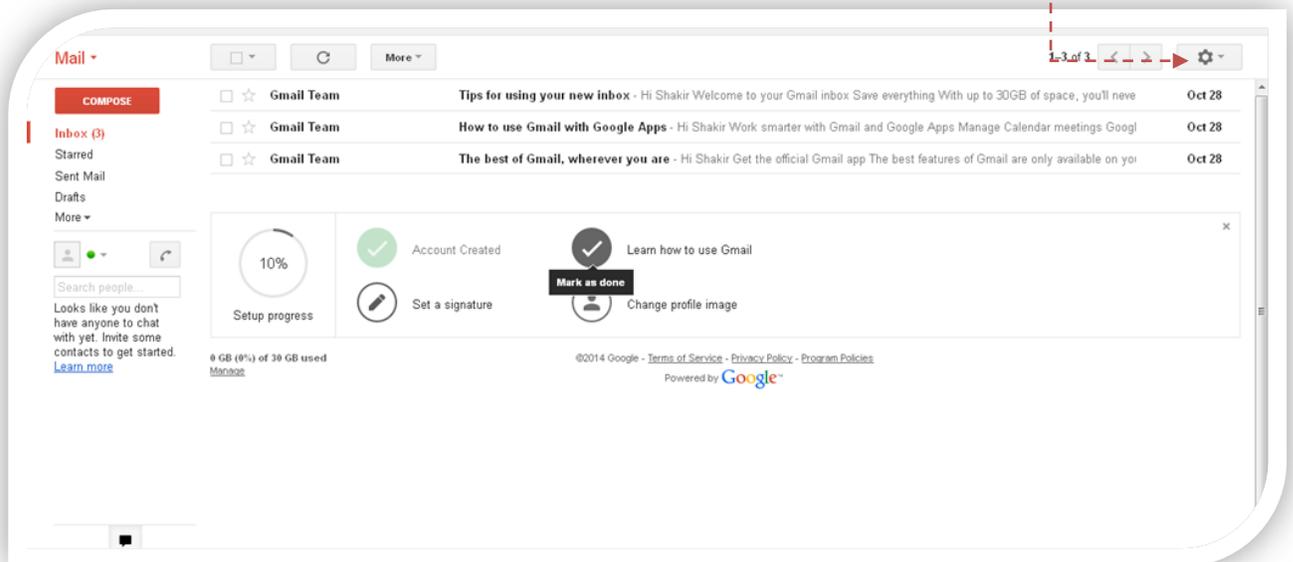
Step#4: A Small window screen will appear select **setting** as shown below.
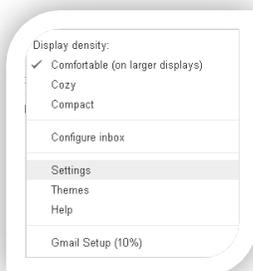
Step # 5: The following screen will be appeared and click on the option of "**Forwarding and POP/IMAP**" as shown below.

Step # 6

- Then Click on the **"Add a forwarding address"** button as show below.
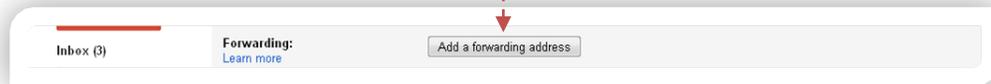
Step # 7

- Enter your new email address in the box as shown below e.g. **xyz@uetpershawar.edu.pk**
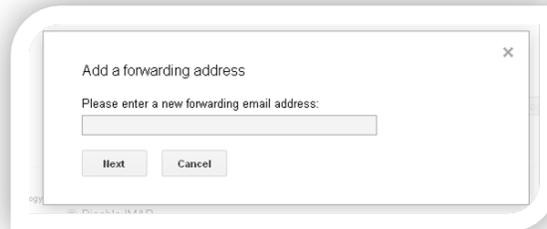
Step # 8: Click on the **Proceed** button as shown below.
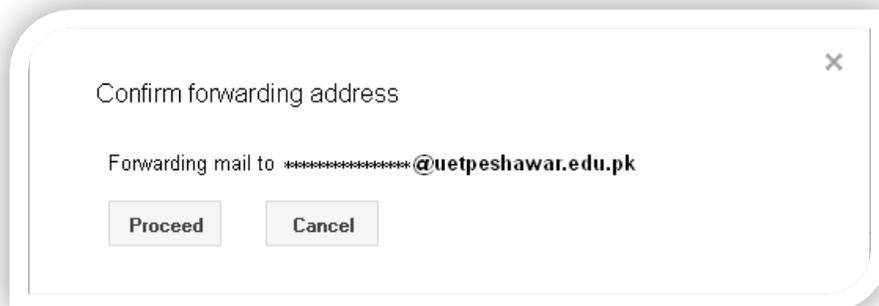
Step # 9: Confirmation code link will send to your new email address i.e. xyz@uetpeshawar.edu.pk as shown below.
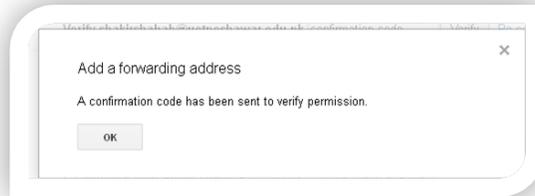
Step # 10

- Sign in into your new email inbox and click on the link shown below.

Step # 11

- You will receive a Confirmation successful message shown below.
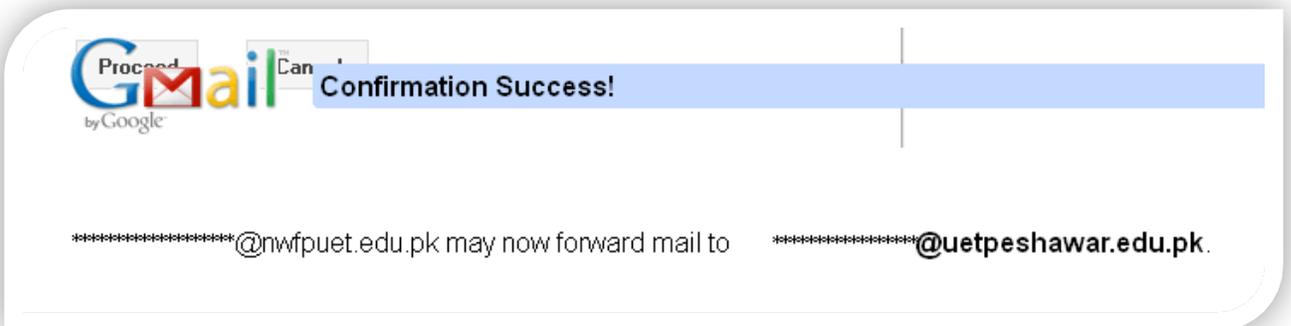
Step # 12

- Sign in again to your old i.e xyz@nwfpuet.edu.pk t.
- Click on **setting** option
- Select **Forwarding and POP/IMAP.**
- Click on " ⦿**Forward a copy of incoming mail to** enable the Email forwarding
- Click **Save** button.

Forwarding:
Learn more

○ Disable forwarding
⦿ Forward a copy of incoming mail to ∗∗∗∗∗∗∗∗∗∗∗∗∗@uetpeshawar.edu.pk (in use) ▼ and
keep University of Engineering and Technology, Peshawar Mail's copy in the Inbox ▼

Add a forwarding address

Tip: You can also forward only some of your mail by creating a filter!

THE END