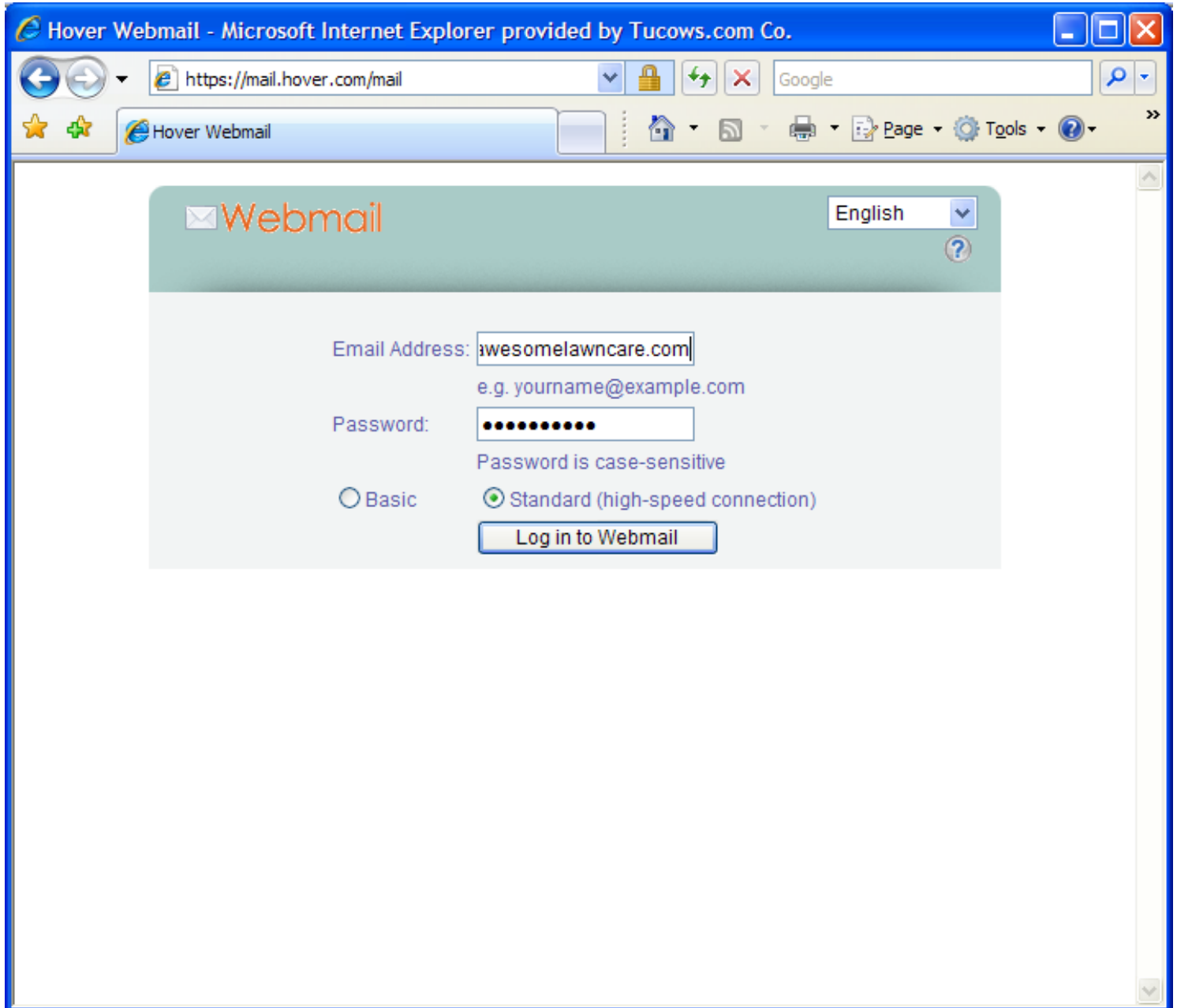


Email Forwarding - Webmail

Mail forwarding is a great way to receive messages for different email addresses in one central Inbox. This example shows how you can configure or disable mail forwarding online in our webmail system.

Log Into Webmail



Log into your email account online at: <https://mail.hover.com>

The screenshot shows a webmail interface with a teal header. At the top left is the 'Webmail' logo. Below it are 'Check Mail' and 'New' buttons. The main area is divided into a left sidebar and a right content area. The sidebar has three sections: 'E-Mail' with folders like 'Inbox', 'Drafts', 'Sent Items', 'Spam', and 'Trash'; 'Address Book' with categories 'All', 'Clients', and 'Staff'; and 'Settings' with 'General' and 'Mail' options. The 'Mail' option is highlighted with a red box. The right content area is titled 'Mail Settings' and has two tabs: 'Setup' (highlighted with a red box) and 'Vacation'. Below the tabs, there are sections for 'Name' and 'Default From Address' with text input fields.

Select Mail under the Settings category and click on the Setup tab.

Configure Forwarding Preferences

Forwarding: Enter an e-mail address that you would like all incoming e-mail messages forwarded to.	<input type="text" value="mrcreosote@awesomesnowremoval.com,hr@awesomelawncare.com"/>
Forwarding Settings: You may choose whether and how incoming messages are forwarded.	<input type="radio"/> Disabled. <input checked="" type="radio"/> Forward and keep a copy. <input type="radio"/> Forward, then discard.

Scroll down to the Forwarding section and enter the email addresses that you want to forward your email to, separated by commas, in the "Forwarding:" text box.

In "Forwarding Settings" you can select three options:

Disabled - Turns off email forwarding.

Forward and keep a copy - Forwards all of your email to the address(es) in the "Forwarding:" box while keeping a copy in hover webmail.

Forward, then discard - Forwards all of your email to the address(es) in the "Forwarding:" box then deletes copies from hover webmail.

Block Images: You may choose to block images from all senders or just those that are not in your address book.	<input type="radio"/> Block all images. <input type="radio"/> Show images only from my contacts. <input checked="" type="radio"/> Show all images.
Mail Quota: The amount of space available and can be used for site navigation.	0% of <input type="text" value="2000MB"/>
<input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/>	

Scroll down and click on Save.

The email forwarding has now been configured.

An Important Note About Spam

Email that has been identified as spam by our system will be trapped by the Webmail Spam folder and will not be forwarded. When a piece of spam email is forwarded by our server, the receiving server considers us to be the source of the spam even though we weren't the original sender. If too much spam email is forwarded by our system it can result in a blacklisting of our forwarding server. Blacklists temporarily prevent any email from being forwarded for all email addresses in our system. This is extremely disruptive for our customers. By filtering email for spam before forwarding, we are able to provide a more reliable email forwarding service.

If email from a legitimate sender is going to your spam folder, you can add their email address or domain to our Safe Sender List. This will mark all email from the sender as safe and all new messages from that sender will be forwarded. [Instructions for using the Safe Sender list can be found by clicking here.](#)

Need More Help?

If this still isn't working, doesn't make sense, or you just want to talk to someone, here is how you can reach us:

Telephone: 1-866-731-6556 (North America Toll Free);
416-538-5498 (local)

Email: help@hover.com

Twitter: [@HoverCS](https://twitter.com/HoverCS)

Join us on Facebook: <http://about.hover.com/facebook>

Article Shortcut: <http://about.hover.com/emailforwardingwm>
