

How to configure email forwarding

1. Access the web page of the Center.
www.imc.tut.ac.jp

2. Click "Configure email forwarding" button.

3. Enter your user ID and password.

4. Click "Login" button.

5. Click "Profile Maintenance".

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6. Check the option to keep a copy on the server.
The user can read both emails forwarded to a defined address and emails kept on the server of the university.

7. Enter email address to forward emails to.

8. Click "SAVE" button.

9. Click "Log out" button. The configuration is complete.