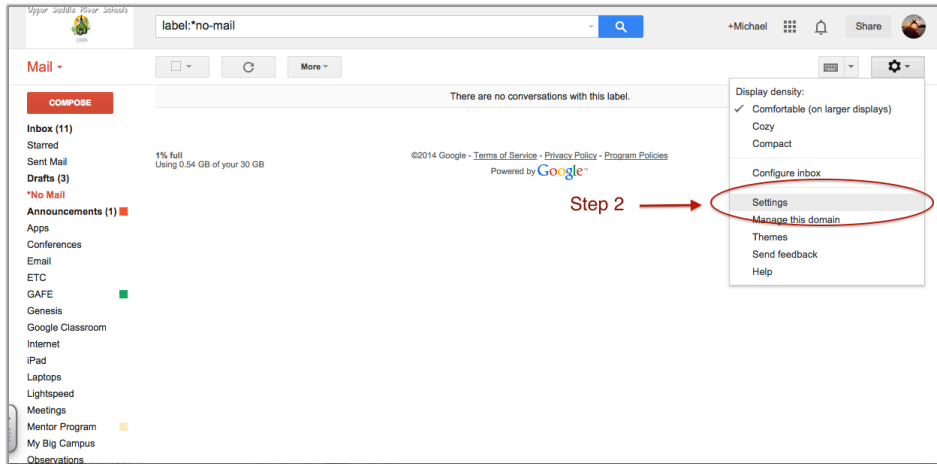


How to Setup Email Forwarding

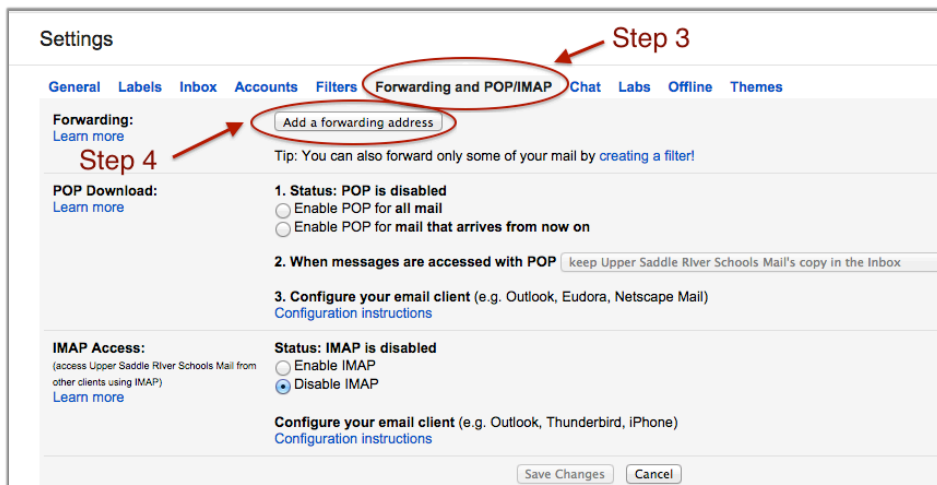
Step 1. Log into your USR email account

Step 2. Click on the gearbox on the top left and select “Settings”.



Step 3. Select “Forwarding and POP/IMAP” at the top.

Step 4. Select “Add a forwarding address” and type in the email address you would like your USR email to be forwarded to.

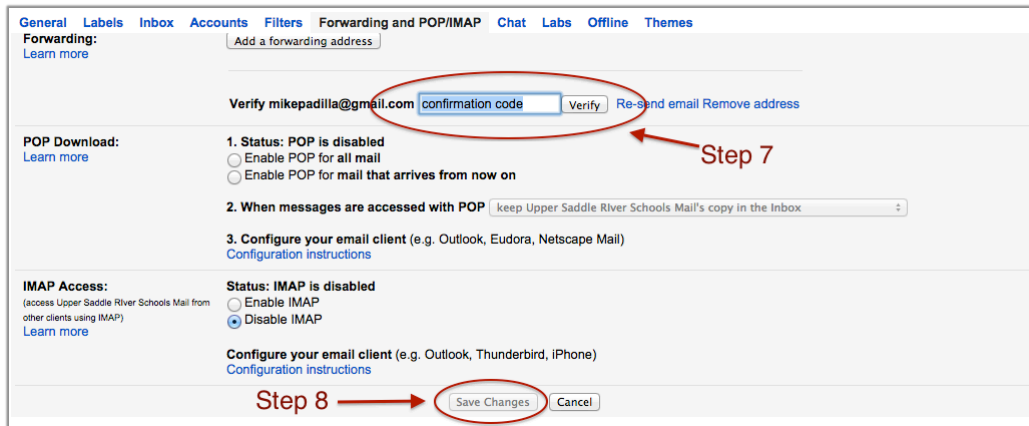


Step 5. After confirming the email address, a verification email will be sent to the email address you are forwarding your mail to.

Step 6. Log into the email address that you are forwarding your USR email to. Open the forwarding email and copy the verification code.

Step 7. Input the verification code in the Forwarding settings of your USR email.

Step 8. Select “Forward a copy of incoming mail to...” and then **Save Changes** at the bottom.



Now your email will be sent to both your USR email and the email address you have it set to forward to.