


# How to set the forwarding address

## 1. For Users accessing mails using openwebmail

- Visit [www.tifr.res.in](http://www.tifr.res.in) and click on Webmail.
- Click on open webmail and log on to the webmail account.
- Click on the “User Preferences icon ” 
- Set your forwarding address in the box named “Forward mail to:”.  
For example, if your forwarding address is [user@gmail.com](mailto:user@gmail.com), then set it in the following way.

<b>Forward mail to:</b>	<input type="text" value="user@gmail.com"/>	<input type="checkbox"/> Keep local copy
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- If you need a local copy, tick mark the check box “Keep local copy” as shown above. But if you keep local copy, your disk size quota will increase and you need to manage your mail folders accordingly.
- Scroll down at bottom of the page and click on “Save” button to apply the changes made.
- Click on “Continue” button to proceed further.