

# How To Forward Email From a GoSmallBiz Web Site

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In these steps you will create a special email address called an *email forwarder* which will receive email and automatically forward that email to another email address you specify. The following steps demonstrate how to create an email forwarder called **info@yourdomainname.com** to forward email to **example@smallbusinesspioneers.com**. Be sure to use your own personal email address.

Log into your GoSmallBiz.com account and perform the following steps:

1. Click "Open Member Menu" in the upper right corner of the web page
2. Click "My Website" from the drop down menu
3. Click "Click here to begin" in the middle of the web page
4. Click "Email Administration" in the Overview menu on the left edge of the web page
5. In the QmailAdmin main menu, click "New Forward" in the second set of menu options
6. In the first blank enter the email forwarder address desired; for example, 'info' to create info@yourdomainname.com
7. In the second blank, enter your existing email address to receive forwarded email messages; for example, example@smallbusinesspioneers.com
8. Click Add to create the email forwarder.
9. Click Main Menu if you are finished adding forwarders. Otherwise, click Add New Forward to create additional email forwarders

Ok, all finished!

In this example, all email messages sent to info@yourdomainname.com will now be forwarded to example@smallbusinesspioneers.com. Please remember to use your own unique email address, not example@smallbusinesspioneers.com. We recommend setting up an 'info' and 'support' email address at the least.

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