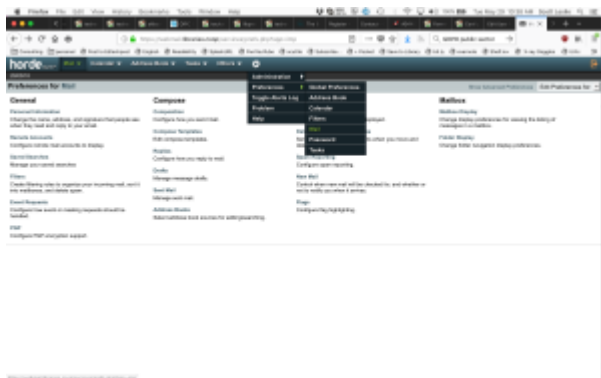


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To set up forwarding of your coop mail, follow the below steps.

1. Log into webmail at <https://webmail.libraries.coop/> and then go to Preference - Mail



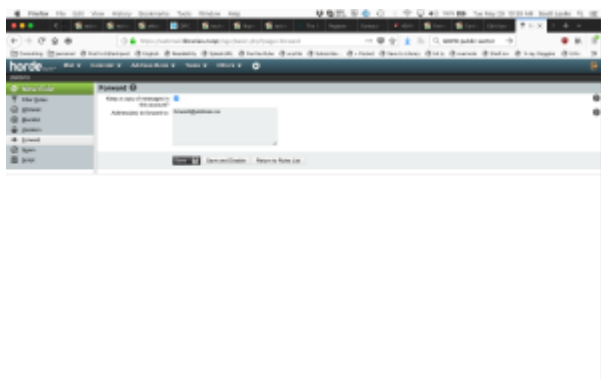
2. Select Filters and then "Edit your Filter Rules"



3. Select "Forward Rules"



4. Enter in the address to forward to. It is recommended you also check "Keep a copy of messages in this account?" so that a backup copies is retained



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