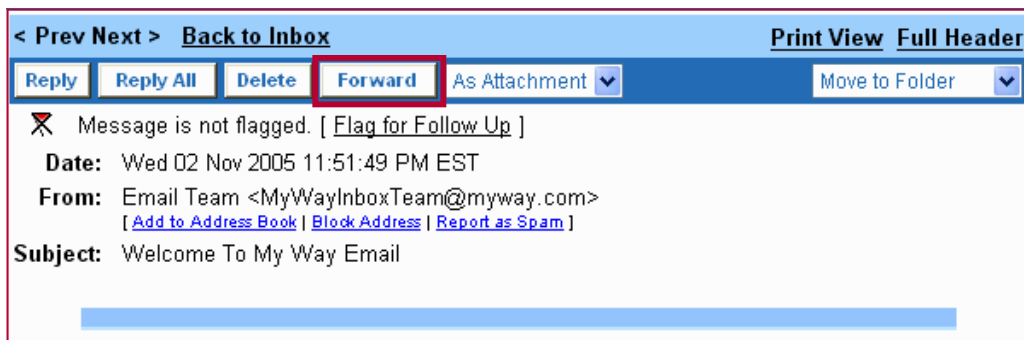


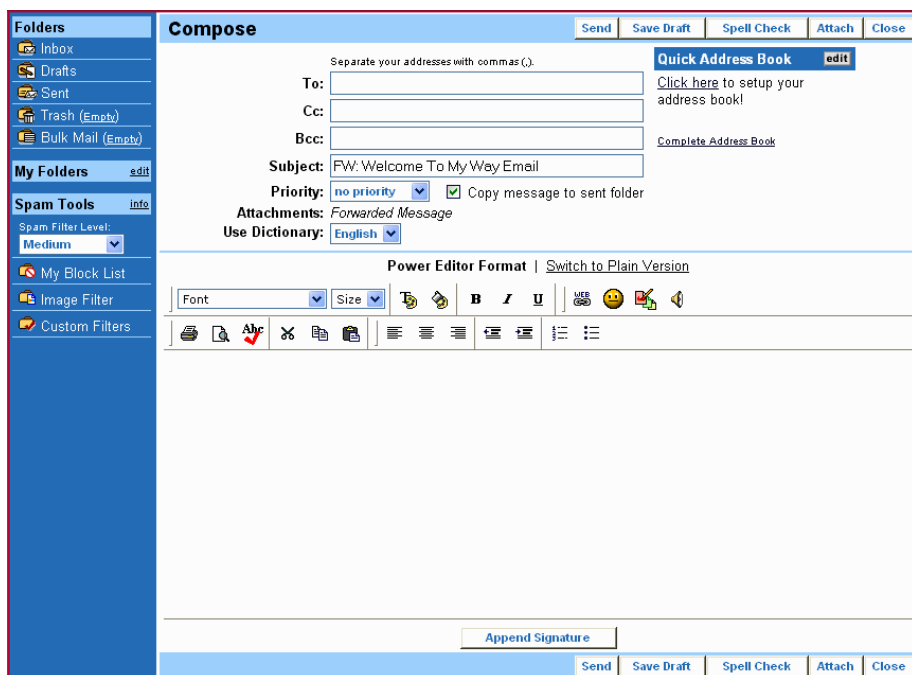
Beginners: Forwarding an email

Once you have read a message, you have the option to forward that message to a different recipient or recipients.

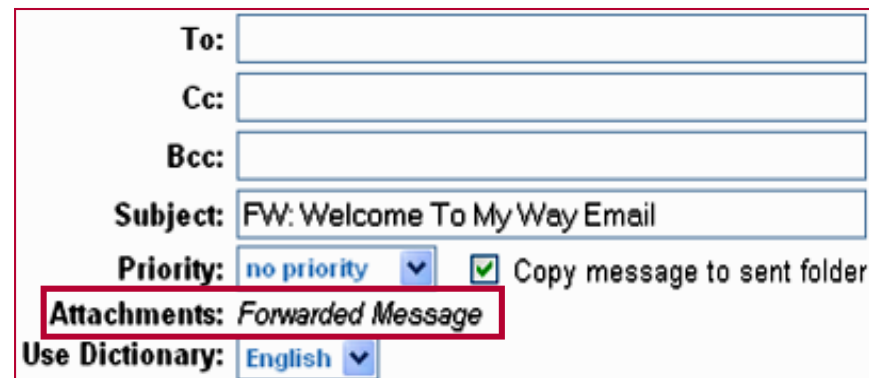
1. Click on the **Forward** button.



This opens the **Compose Message** page.



Notice that:



- The **Subject:** box contains the word **FW:** followed by the same subject as per the original message.
 - The original message is being sent as an **attachment**.
2. Click in the **To:** box.
 3. Type the exact email address of the person you wish to forward the received message to. If you wish to forward the message to more than one recipient, separate each recipient's email address with a comma (,) or with a semi-colon (;)
 4. Click on the first line of the message box and type in a message.
 5. Click on the **Send** button.



You will then see a **Message Forwarded** confirmation page.

