

Redirect Email from QMAIL to GMAIL

1. Go to http://mail.smjk.edu.my or http://mail2.smjk.edu.my



- 2. Click Manage Email Account at the light purple IMPORTANT box
- 3. Fill in all necessary fields to include the following information:

User Account: Enter your email username (not including @smjk.edu.my or

@ppjitsin.smjk.edu.my)

Domain Name: Enter your domain name (eg: smjk.edu.my or ppjitsin.smjk.edu.my)

Password: Enter your email password





- 4. Click Login
- 5. Select **Forward To:** and enter an **email account** (eg: example@smjk.edu.my) which you want to forward to
- 6. Check the box next to Save a Copy



| Modify User: | |
|--|----------|
| Real name: username |] |
| New Password: | |
| Password (again): | |
| Quota (MB): 19.07 | |
| Routing: O Standard (No Forwarding) | |
| All mail deleted | |
| Forward To: example@smjk.edu.my | |
| ✓ Save a Copy | |
| Send Vacation Auto-Response Vacation Subject: | |
| Vacation Message: | |
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| | ₩ |
| Secure Galleria 192 Securation into | [552] |
| Spam Detection?: | |
| Modify User | |

- 7. Click **Modify User**
- 8. Congratulations! You're done configuring your email to redirect/forward a copy of email to another email account