Email

How do I set-up Email Forwarding?

Email forwarding is a feature that allows incoming emails sent to one email address to be automatically redirected or "forwarded" to another email address. This can be useful for various purposes, such as consolidating emails from multiple addresses into one inbox, managing multiple accounts, or redirecting emails to another person or department. To create a forwarder, follow the instructions below.

Firstly navigate to 1st Domains Login and log in using your 1st Domains Account ID and Password.

On the 'Account Manager' page, under 'Domain Names & Hosting Services', click 'Manage Domains & Services'.

On the 'Manage Domains & Services' page, click the domain name you wish to manage.

You can enable as many email forwarders as you need (within reason) under the 'Manage Email Forwarders' or if you have email hosting click on the "Manage Email" link of the Domain Manager.

Email forwarding allows you to configure a specific address at your domain name to forward to an existing email account that you already check.

e.g. jon@mydomain.co.nz redirects to jon@myisp.co.nz

Setting E-Mail Forwarding

1. Once in the mail manager, click on "Add Mail User".
2. From the Mail User type drop down menu, select Forwarder. Forwarder may already be selected by default.
3. In the Primary Email address field enter the email address you wish to forward from e.g. jon@mydomain.co.nz.
4. You can add alias for the email forwarder as well.
5. Then enter the destination address into the 'Forwarding Address' field and click update.

Deleting an Email Forwarder

To delete an email forwarder, click the check box next to the email forwarder you wish to remove and click 'Remove Selected'. Confirm and this will remove that forwarder.

Can't Find The Manage Email Forwarders Link?

If you wish to use our services, you will need to park your domain name with 1st Domains. **Note:** Parking your domain name will transfer the DNS for your domain to 1st Domains and may affect services you had set up with your previous host. If you are unsure about this please contact our support team.

Parking your domain name

1. Login to the Account Manager and select 'Manage Domains & Services'
2. Select the domain name you wish to manage from the list
3. Click on 'Park Domain Name'
4. Turn the parking status slider to 'On' and approve the confirmation message.
5. You can now return to the domain manager, and configure your email services under the 'Manage Email Forwarders' link.

IMPORTANT: Do not park your domain with us if you are using services with another provider. If you choose to park your domain with us, please ensure you copy your current

Email

zone records to our Name Servers so all services continue to function properly. If you do not do this, any other services using your domain may be disrupted.

Unique solution ID: #1003
Author: 1st Domains Support
Last update: 2024-11-26 21:39