## SOISMAIL. How to set up mail forwarding. \*Please use PC

1. Open <u>http://www.soismail.jp</u> from address bar or <u>http://www.senri.ed.jp</u> and click on
ID and password are provided in your Parents Card
ID and password are provided in your Parents Card
I Pull e-mail address.
I four are already logged into your other Gmail, please do "Add account"
Click on Next, and type in your Password to log-in
2. Please use an e-mail address you can access at any time.
Click the gear icon in the upper right, and then select Settings

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Drafts					Hale.

**3.** Click **Forwarding and POP/IMAP tab**, then click **Add a forwarding address** type in your e-mail address. Click **Next** then a small window opens, Click **Proceed**, you will get an e-mail from SOISmail to your e-mail.

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CONFOR	General Labels (reto	a Accounts Filter Forwarding and POPIBAR Web Clips Late Office Add a forwarding address	-
Stared		Tip: Yes can also forward only some of year need by counting a filler	
Important.	POP Download:	1. Status: POP is enabled for all mail that has arrived since Apr 26	
Sent Mail	Labri mare	C Enable POP far all mall (even mail that's already been downloaded).	

- 4. Open your e-mail inbox, and open the confirmation message from 'Senri and Osaka International Schools Team' then click the confirmation link to confirm it. And you will see message 'Confirmation Success!' (If you did not receive the e-mail, your account might have blocked it. please change the settings to receive e-mails from "@senri.ed.jp" and "@soismail.jp" if you have questions how to unblock, please contact your internet provider or mobile phone company.
- **5.** Back in your Gmail account, select '**Forward a copy of incoming mail to...'** option and select your forwarding address from the drop-down menu. Make sure to click **Save Changes**. (Please refresh the web browser if you cannot see the option below. To refresh, select the web page and press F5 on your keyboard)

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(These 5 steps are all for setting up mail forwarding. Without all of them, it would not work)