

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

1. Open <http://www.soismail.jp> from address bar or <http://www.senri.ed.jp> and click on  icon.



*ID and password are provided in your Parents Card

F2*** @soismail.jp**

Full e-mail address.

*if you 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**



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.



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)



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