

1. Go to <http://webmail.networksonline.co.za/mail/toaster.admin>
2. Enter your credentials:

Example: if your e-mail address is info@networksonline.co.za, enter it as follows, using your corresponding password.

464748495051525354 mail administration

FREE

User Account

Domain Name

Password

Login

Login

3. Once logged in, the following options will be available to you:

464748495051525354
mail administration

main menu



networksonline.co.za

Main Menu

Modify User info

Quota:

Limit: 10 MB

Used: 0.02 MB

Refresh Menu

Log Out

4. Click on the 'Modify User' link

Modify User: info@networksonline.co.za

Real name

New Password Verify

Quota (MB) (NOQUOTA for unlimited)

Routing Standard Forward Vacation

Forward To: Save a Copy

Vacation Subject:

Vacation Message:

[[Email Accounts](#) | [Main Menu](#)]

5. To forward your e-mail to a different e-mail address, click on the radio button to the left of 'Forward', under the 'Routing' section.
6. Enter the remote e-mail address, e.x. info@cdr.co.za in the textbox to the right of the 'Forward To:' section.
7. Should you wish to keep a copy of all e-mail forwarded to the above address, place a tick in the checkbox to the left of the 'Save a Copy' option.
8. Once complete, click on the 'Modify User' button, for your changes to take effect.

Modify User: info@networksonline.co.za

Real name

New Password Verify

Quota (MB) (NOQUOTA for unlimited)

Routing Standard Forward Vacation

Forward To: Save a Copy

Vacation Subject:

Vacation Message:

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9. Click on the 'Main Menu' link on the bottom right of the screen.



10. Click on the 'Modify User' link to verify that the forward you have just configured is active.
11. Once done, click on the 'Main Menu' link again, and click on the 'Log Out' link