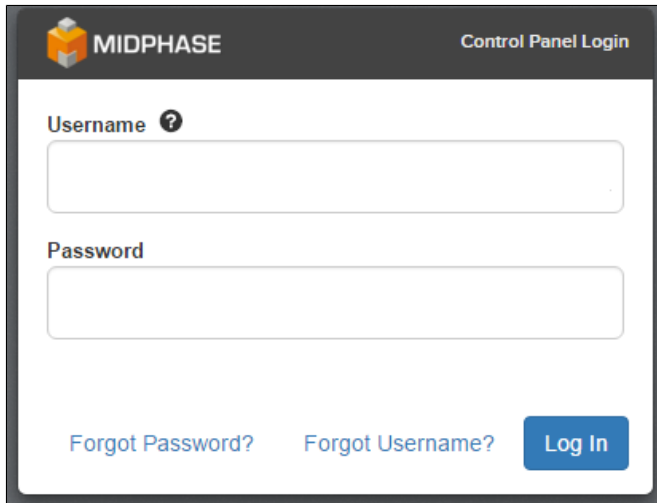


How To Create An Email Forwarder in CHI

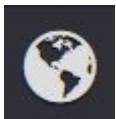
An email forwarder forwards email from a specific address to another account. This article shows how to set up an email forwarder on your Midphase.com account.

1. Log into <https://chi.midphase.com> by entering your username and password.



The screenshot shows the Midphase Control Panel Login page. At the top left is the Midphase logo, and at the top right is the text "Control Panel Login". Below this are two input fields: "Username" with a question mark icon and "Password". At the bottom, there are three links: "Forgot Password?", "Forgot Username?", and a blue "Log In" button.

2. Click on the globe shaped icon for the "Domains" tab on the left

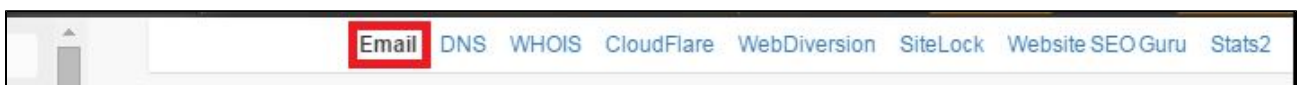


3. Click on the domain you would like to create an email address for.




1.

4. Find the "Email" tab at the top of your screen and click it.



5. Click the “Add Forwarder” button to enter the new email address.



The screenshot displays two panels side-by-side. The left panel, titled "Premium Email Accounts", shows "1 used - 1000 remaining" and "10240 MB per account" with a progress bar at 0.1% and an "Add A New Email" button. The right panel, titled "Forwarding Addresses", shows "1 used - 4 remaining" with a progress bar at 20% and an "Add Forwarder" button highlighted with a red border.

6. Enter the email you want under “Account name” (for example, if you want info@example.com, enter info under “Account name”)

7. Enter the email address you want the emails to go to.

8. Click “Save”.

An email forwarder does not have a username or password and is only used to forward emails to another email address.

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