

Email SUPSI

Configure automatic email forwarding

Website

<https://webmail.ti-edu.ch/hpronto/>

Access account

Email SUPSI

Contact person

hernando.florez@conservatorio.ch

Last update

24.11.2020

Instructions

In order to avoid having to check multiple electronic mailboxes, it is possible to set automatic email forwarding from the Email SUPSI account to an alternative desired email. Follow these steps:

1. Log into your SUPSI email account
2. From the left-side menu, click on “Preferences” (last element in the menu, symbolized by a cog)
3. From the intermediate menu click on “Forward all email to”.
4. On this page, set all settings as follow:
 - a. Forward all email to -> ON
 - b. Email -> your desired destination email
 - c. Save copy -> ON
 - d. Do not forward automatic messages -> OFF
 - e. Action -> Send unchanged copy
 - f. Click the “Apply” blue button at the top right