

Conservatorio email

Set automatic email forwarding

Website

www.gmail.com

Access account

Email CSI

Contact person

Salvatore Abate, Responsabile IT

salvatore.abate@conservatorio.ch

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How to set automatic email forwarding to your desired email account

If you don't wish to check your institutional email account but would like to receive all messages in your private email account, follow these steps:

1. Login to your @conservatorio.ch email account.
2. On the top-right of the page, click the cog icon.
3. Then select "Settings".
4. From the top navigation menu, click the voice "Forwarding and POP/IMAP".
5. In the Forwarding section, click the button "Add a forwarding address".
6. Type the email address as indicated.
7. Click the "Save changes" button at the bottom of the page.

Should you be unable to configure your email client, please contact the Head of IT at CSI: salvatore.abate@conservatorio.ch.