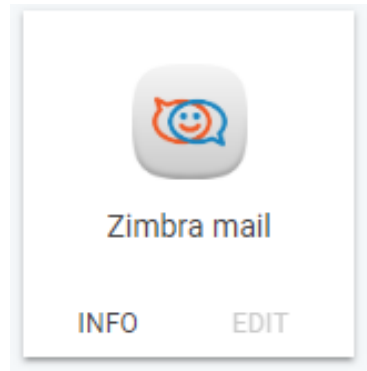


# Forwarding av Mail

## Step 1



Logg på **Zimbra mail**  
(Rotary mailsystem)

## Step 2

Eget klubbnavn

A screenshot of the Zimbra login page. The page has a blue background with the Zimbra logo at the top left. Below the logo, there are two input fields: "Username:" and "Password:". The "Username:" field contains the text "Klubbnavn@rotary.no". The "Password:" field contains the text "Det lange passordet". Below the password field, there is a checkbox labeled "Stay signed in" and a "Sign In" button. At the bottom of the page, there is a "Version:" dropdown menu set to "Default" and a link labeled "What's This?". A red arrow points from the "Step 2" header to the "Username:" field.

- **Passord** skal klubben ha mottatt tidligere
- Dersom passord mangler kan det fås fra DICO i distriktet  
(Mailadr: [dico.xxxx@rotary.no](mailto:dico.xxxx@rotary.no))(2250-2260-2275-2290-2305-2310)
- Eksempel på passord: **lgM9Gap0grtUB6LlxdqtCUiYuhfdse** (Ikke gyldig)  
Passordet er langt og vondt så det bør kopieres inn fra tidligere tilsendt dokument.

# Forwarding av Mail

Step 4

Trykk på Mail

Step 3

Trykk på Preferences

Step 5

- Fjern uriktige mailadresser
- Skriv inn nye mailadresser adskilt med « , » start ny adresse rett etter kommaet (Ikke space i mellom)
- **Husk å trykke Save**

mottager1@e-post.no,mottager2@annenpost.no

zimbra

Mail Contacts Calendar Tasks Preferences

Save Cancel Undo Changes

▼ Preferences

- General
- Accounts
- Mail**
- Filters
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications
- Import / Export
- Shortcuts
- Zimlets

### Receiving Messages

**Message Arrival:**

- ☐ Play a sound (requires QuickTime or Windows Media plugin)
- ☐ Highlight the Mail tab
- ☐ Flash the browser title
- ☐ Show a popup notification

Forward a copy to:

☐ Don't keep a local copy of messages

☐ Send a notification message to:

**Read Receipt:** When I receive a request for a read receipt

- ☒ Never send a read receipt
- ☐ Always send a read receipt
- ☐ Ask me

**Messages from me:** When I receive a message originally sent by me

- ☒ Place in Inbox