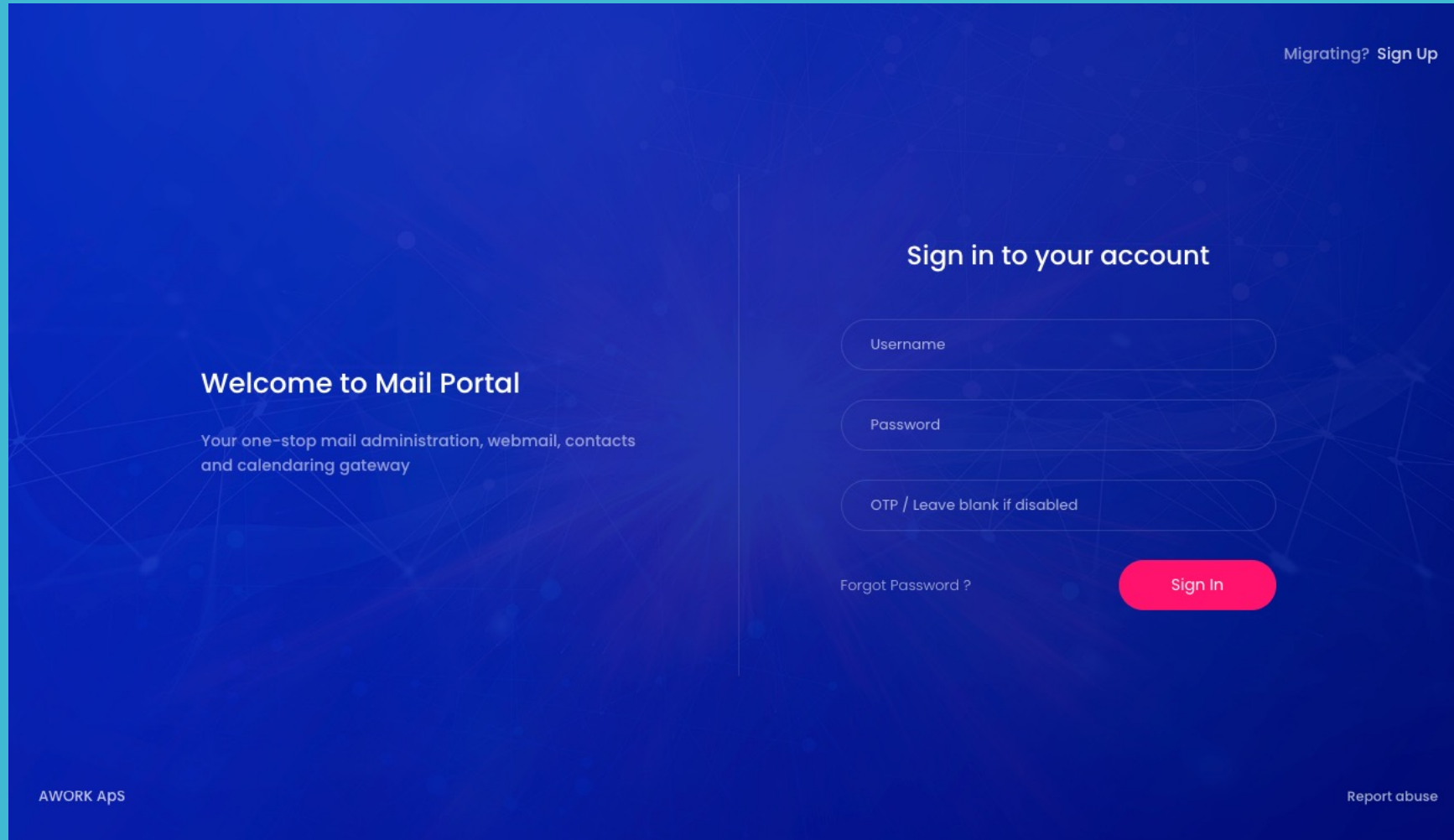


SETUP MAIL FORWARDING

For mails hosted on Awork Mail Server

STEP 1

The image shows a login page for a 'Mail Portal'. The background is dark blue with a subtle geometric pattern of lines and dots. On the left, there is a welcome message. On the right, there is a sign-in form with three input fields and a sign-in button. At the top right, there is a link for migrating users. At the bottom left, there is a logo, and at the bottom right, there is a link to report abuse.

Migrating? [Sign Up](#)

Welcome to Mail Portal

Your one-stop mail administration, webmail, contacts and calendaring gateway

Sign in to your account

Username

Password

OTP / Leave blank if disabled

[Forgot Password ?](#)

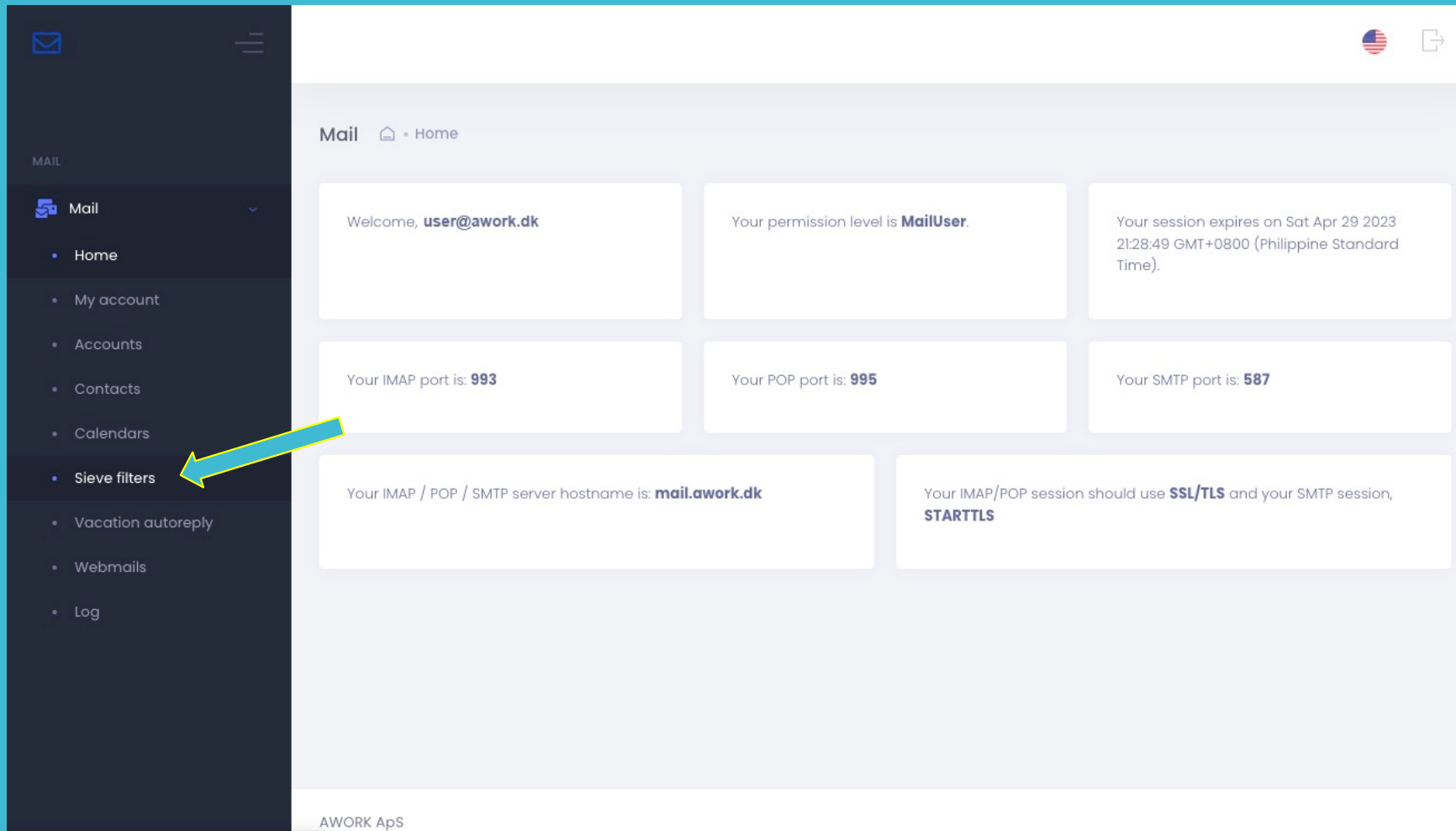
[Sign In](#)

AWORK ApS

[Report abuse](#)

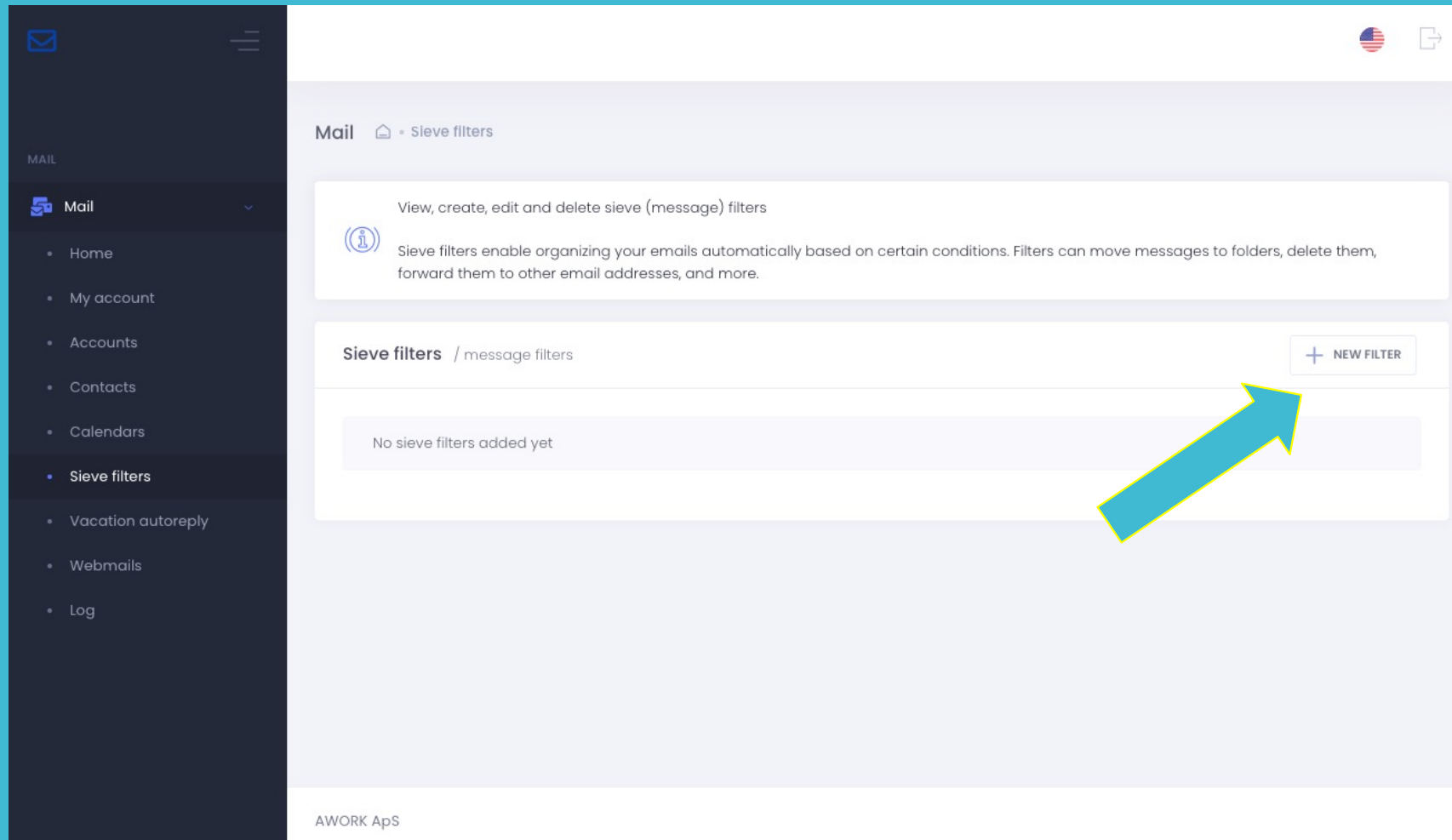
Login your email to
<https://mail.awork.dk>

STEP 2



When logged in successfully, click **“Sieve filters”** on the side menu.

STEP 3



Click
“NEW FILTER”

STEP 4

Add sieve filter

Filters are executed sequentially, please enter a position for your filter

1

Enter a friendly name for your filter

MAIL FORWARDER

Match type

All messages

Actions

Perform action

Forward message to

Email address

destination@email.com

+ Add a new action

Your destination Email for forwarded mails.

Close Create

Fill-up the form using similar data on the sample image.

MATCH TYPE

Select “**All messages**”

Don't forget to fill-up destination **Email Address**.

After completing the form, Click “**Create**”

STEP 5

Mail • Sieve filters

View, create, edit and delete sieve (message) filters

Sieve filters enable organizing your emails automatically based on certain conditions. Filters can move messages to folders, delete them, forward them to other email addresses, and more.

Sieve filters / message filters [+ NEW FILTER](#)

Filter position	Filter name	Status	Actions
1	MAIL FORWARDER	enabled	

AWORK ApS

Double check the Status,
it should be marked as
“enabled”
for it to work properly

If the Status is not yet
marked as enabled,
just reload the page.