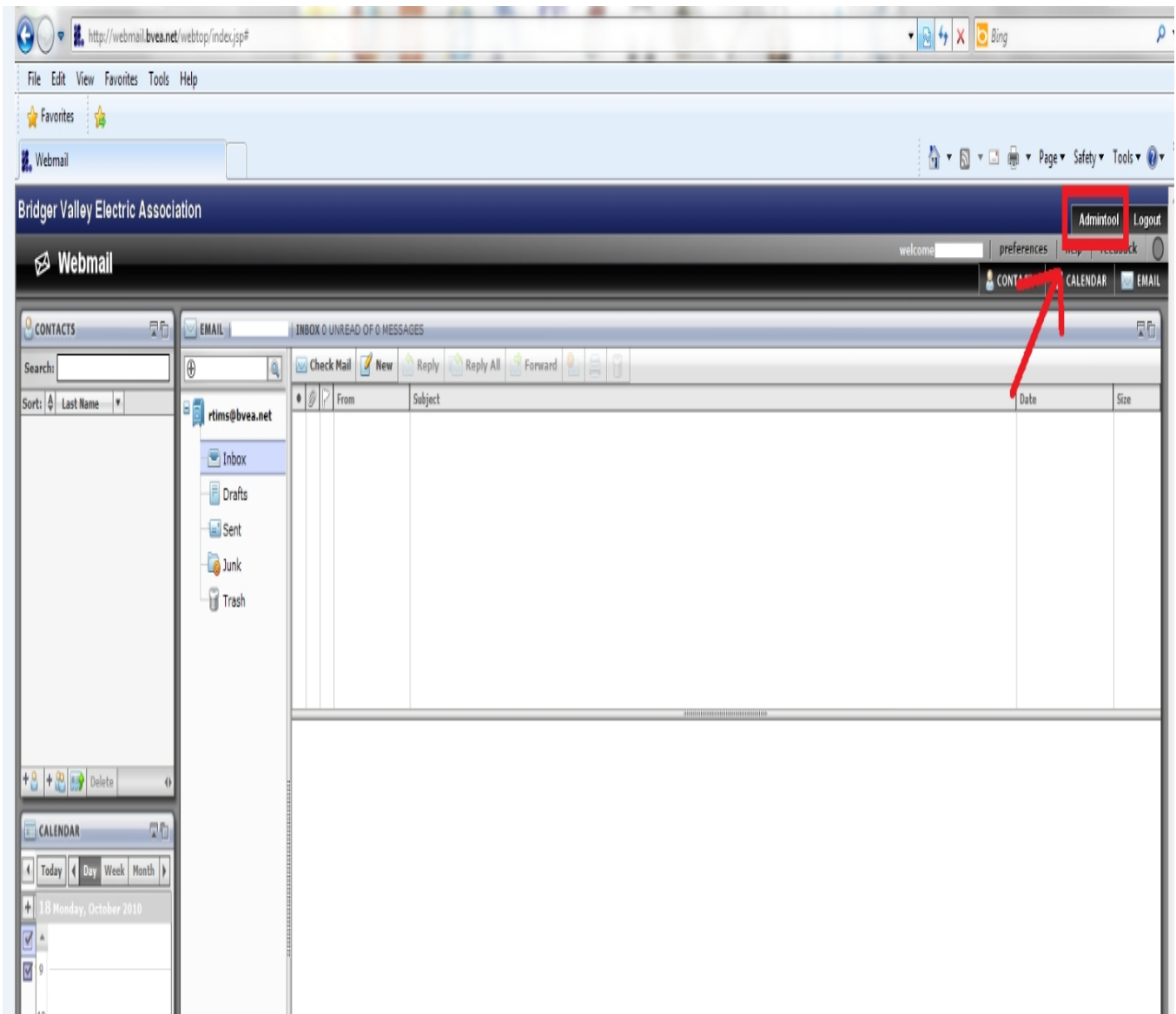


# How To Forward Your BVEA Email Account To A New Account

- I. This is a step-by-step approach to forward your current bvea.net email account to the new email that you have setup until the service is discontinued.
  
- II. By doing this any email that is sent to your bvea.net account will automatically be sent to the new email account that you specify.

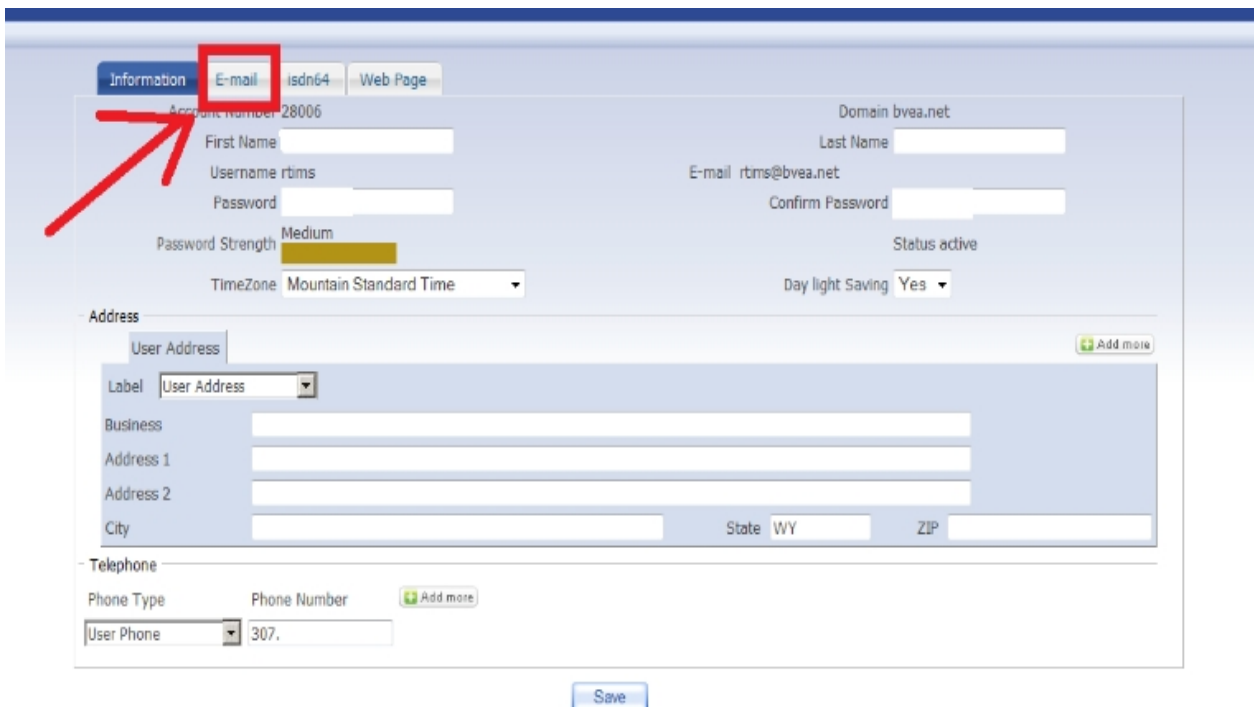
1. Go to the website [www.bveaextreme.net](http://www.bveaextreme.net)
2. Click on the envelope that says CHECK EMAIL
  - a. This will open a new screen asking your for your username and password
3. Enter your username and password and select LOGIN
4. You should now be at the following screen. Click on Admintool at the top right of the page



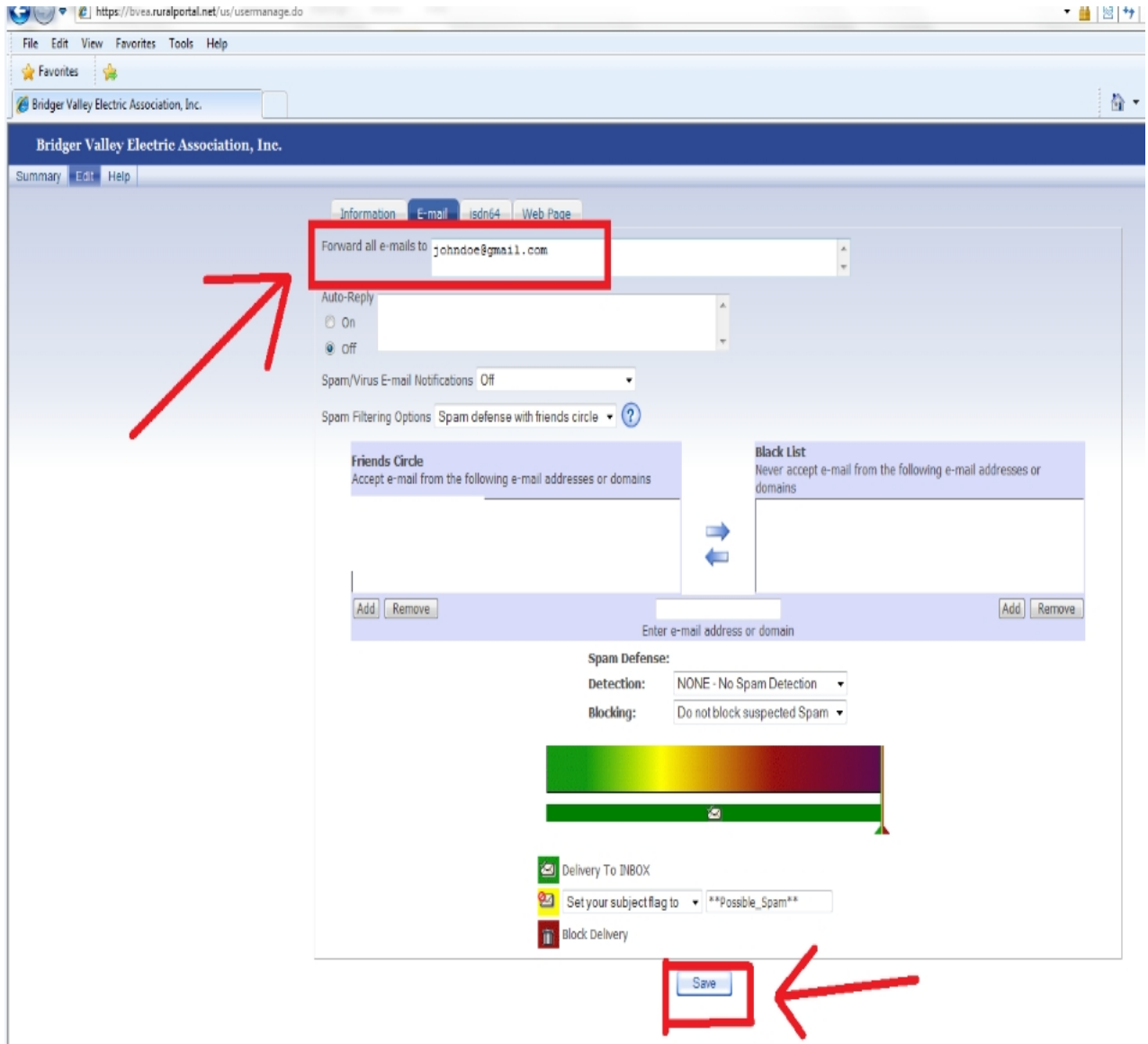
5. Now the following window will open and you will need to click on EDIT



6. Now the following screen will open and you will need to select EMAIL from the list of tabs at the top



7. Now you will be at the follow screen. Where it says FORWARD ALL EMAILS TO Enter your new email address.... In this example it is [johndoe@gmail.com](mailto:johndoe@gmail.com)
  - a. Now select SAVE at the bottom of the page.



8. You have now setup your current bvea.net email account to forward all emails that are sent to that address to now send to your new email address