# How to forward your E-Mail to another E-Mail address.

If you do not wish to add another e-mail address to your list then you can forward it to an existing address you check regularly. This is the procedure to do so.

First thing you will have to do is log into web mail with your new email address from thelakebc.ca. Go to cpelectronics.ca and click on Web Mail in the top right corner.
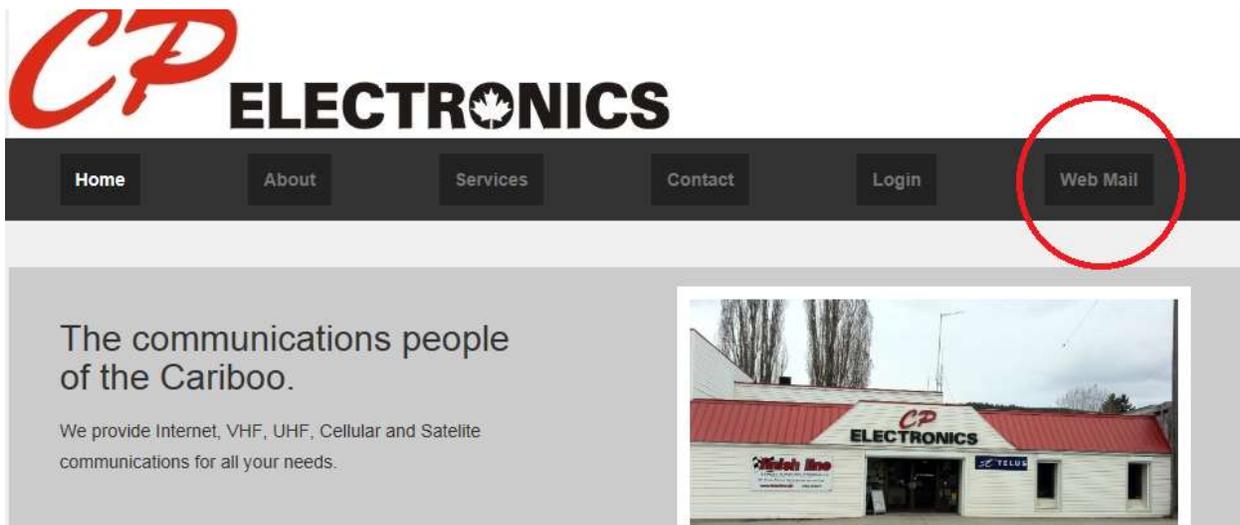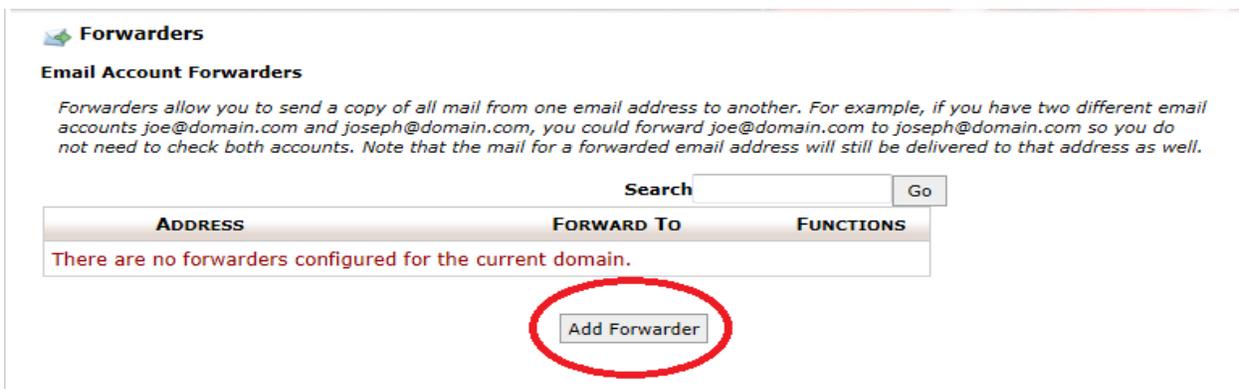

A new window will pop up asking for your user name and password.

Enter you full email address for your user name and your password you provided to CP when you signed up for your service, then press OK. The following screen you will need to choose Forwarding Options
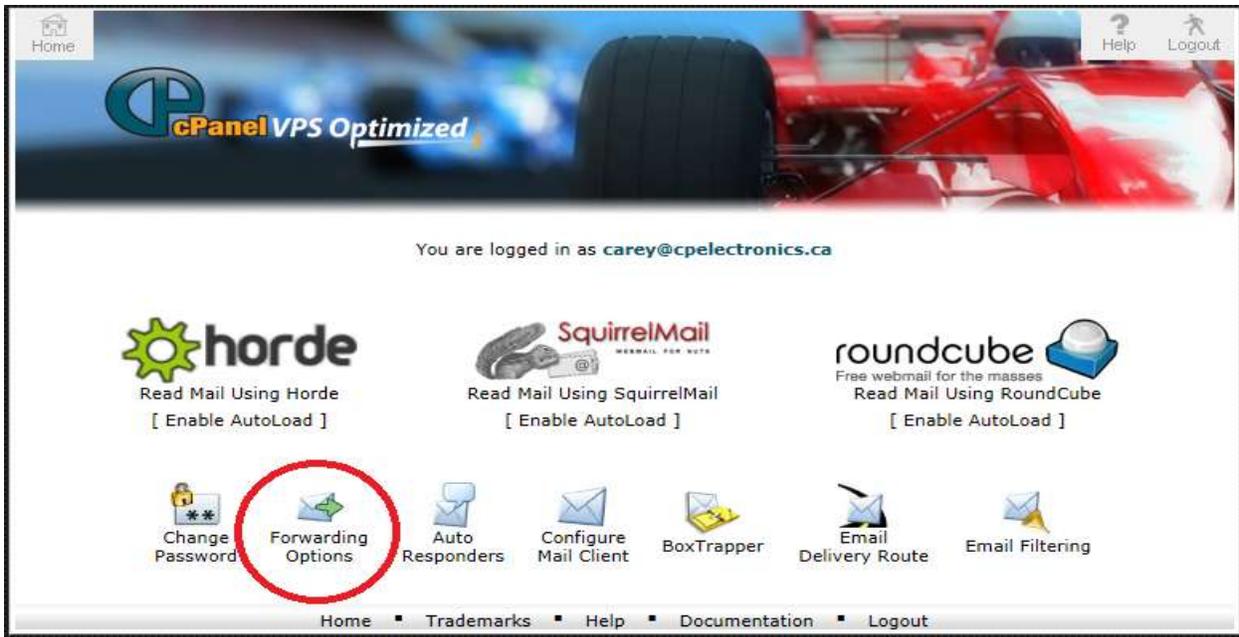
Click the Add Forwarder button

It will then ask you to enter your Destination e-mail address to receive these forwarded e-mails. Put in the e-mail address you would normally check on a regular basis

.
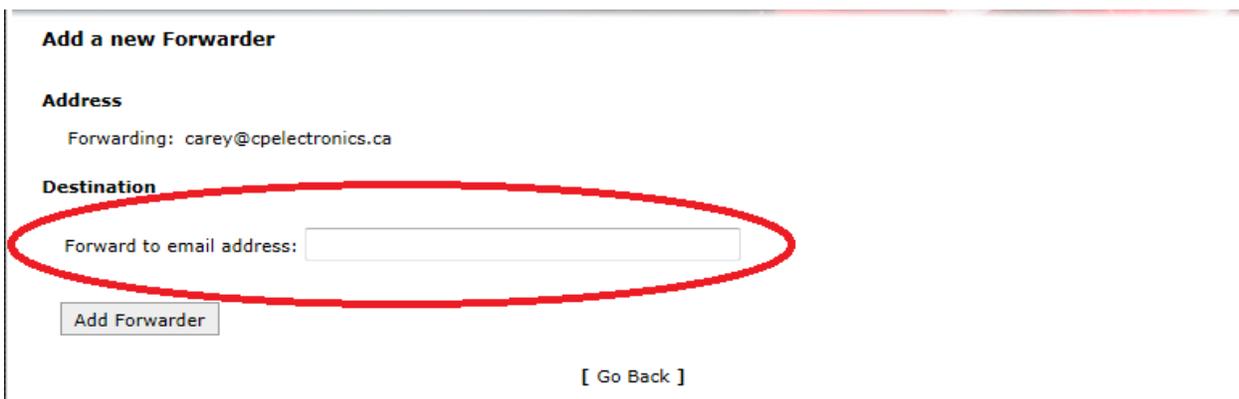
It will check to see that the address entered is valid. When you see a green check beside the e-mail you just entered the click Add Forwarder.

Add a new Forwarder

Address

    Forwarding: carey@cpelectronics.ca

Destination

    Forward to email address: user@thelakebc.ca ✓

    Add Forwarder

                [Go Back]

It will then confirm that your emails will be forwarded to the address entered. You can then logout and all emails sent to your @thelakebc.ca account will be forwarded to your existing e-mail address.

If you need any assistance with your email please call us at 250-392-5583.