## How to Forward an Email

Emails sent via i21 application are saved in the Emails screen.

Here are the steps on how to forward an email:

- 1. Log in as an Admin user
- 2. On user's menu panel, go to System Manager folder then click Emails

FW: i21 Security Policy Alert - After Hours Login

outside the business hours of 7:00 AM and 2:00 PM.

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3. Select and open the email you wish to forward

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CC:										
BCC:										
Subject:	i21 Security	Policy Alert -	After Hours	Login						
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USER01 logged in at 2:01 PM +0800 from IP address ::1. This alert was triggered because it's

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Subject:

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## 6. Click the Send button to forward.

Email - FW: i21 Security Policy Alert - After Hours Login	^		×
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CC:		`	-
BCC:		`	-
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