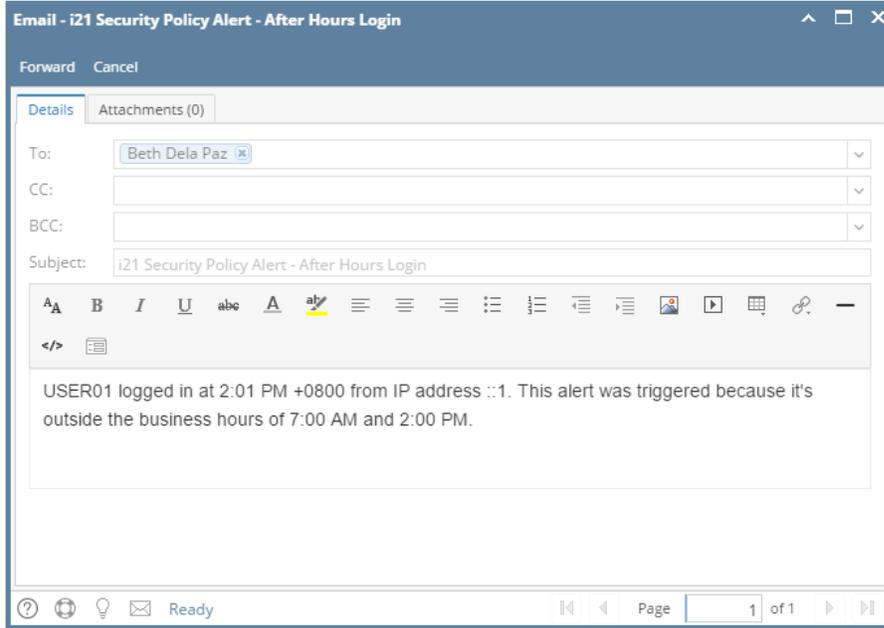


How to Forward an Email

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

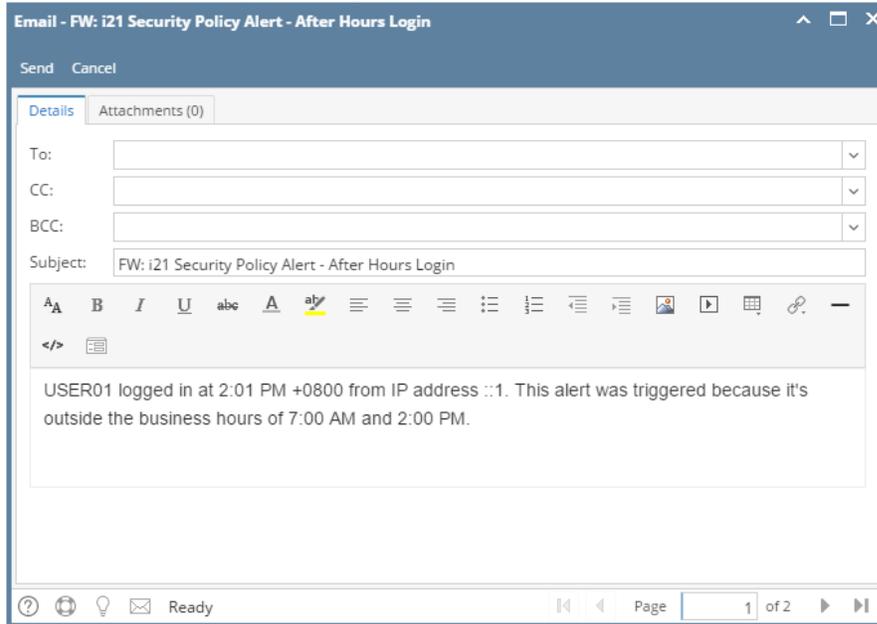
Here are the steps on how to forward an email:

1. Log in as an **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Emails**
3. Select and open the email you wish to forward



Note that the email cannot be edited yet.

4. Click the **Forward** button
5. Select a recipient and modify the message.



6. Click the **Send** button to forward.

