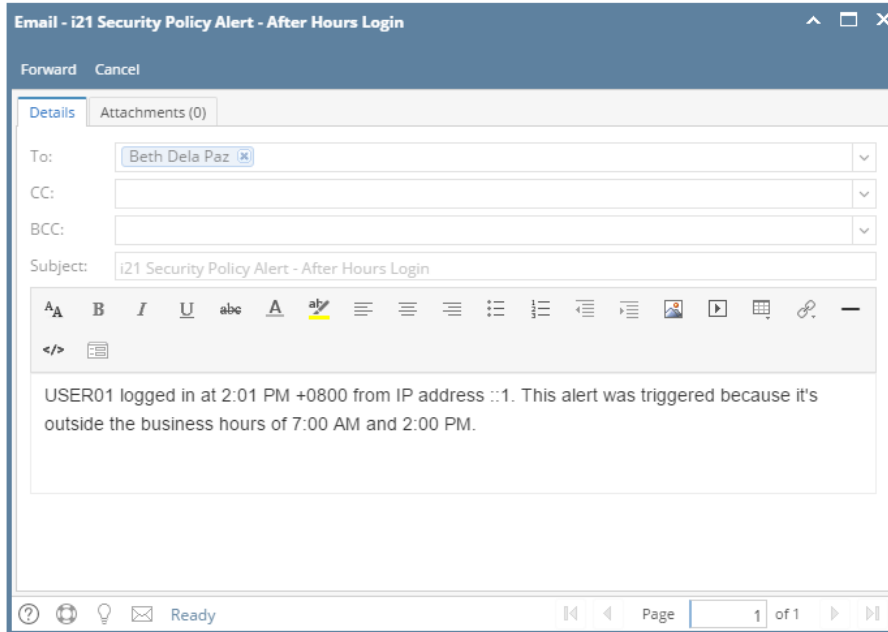


How to Forward an Email

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

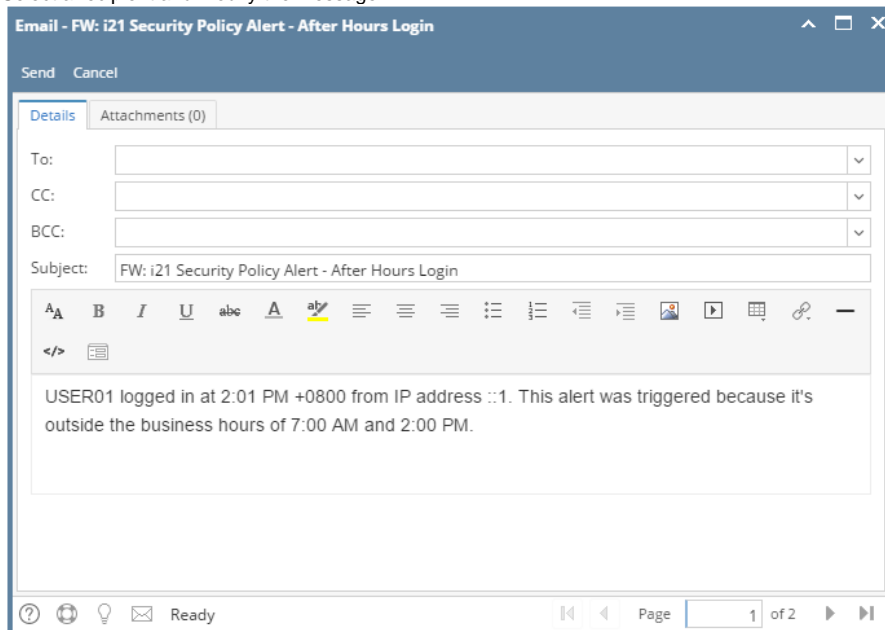
Here are the steps on how to forward an email:

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.

Email - FW: i21 Security Policy Alert - After Hours Login

Send Cancel

Details Attachments (0)

To: Beth Dela Paz

CC:

BCC:

Subject: FW: i21 Security Policy Alert - After Hours Login

A **B** *I* U **abc** **A** **ab**

USER01 logged in at 2:01 PM +0800 from IP address ::1. This alert was triggered because it's outside the business hours of 7:00 AM and 2:00 PM.

This is a test forwarded email.

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