

# How to forward an email on Entrata





## 2. Click here

The screenshot shows the Entrata email interface. A green arrow points to the user profile icon in the top right corner of the email header. Another green arrow points to the 'Options' menu item in the dropdown menu that appears when the profile icon is clicked. The interface includes a left sidebar with navigation links, a top navigation bar with email actions, and a main email viewing area.

entrata

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2. Click here

3. Select 'Options'

Options

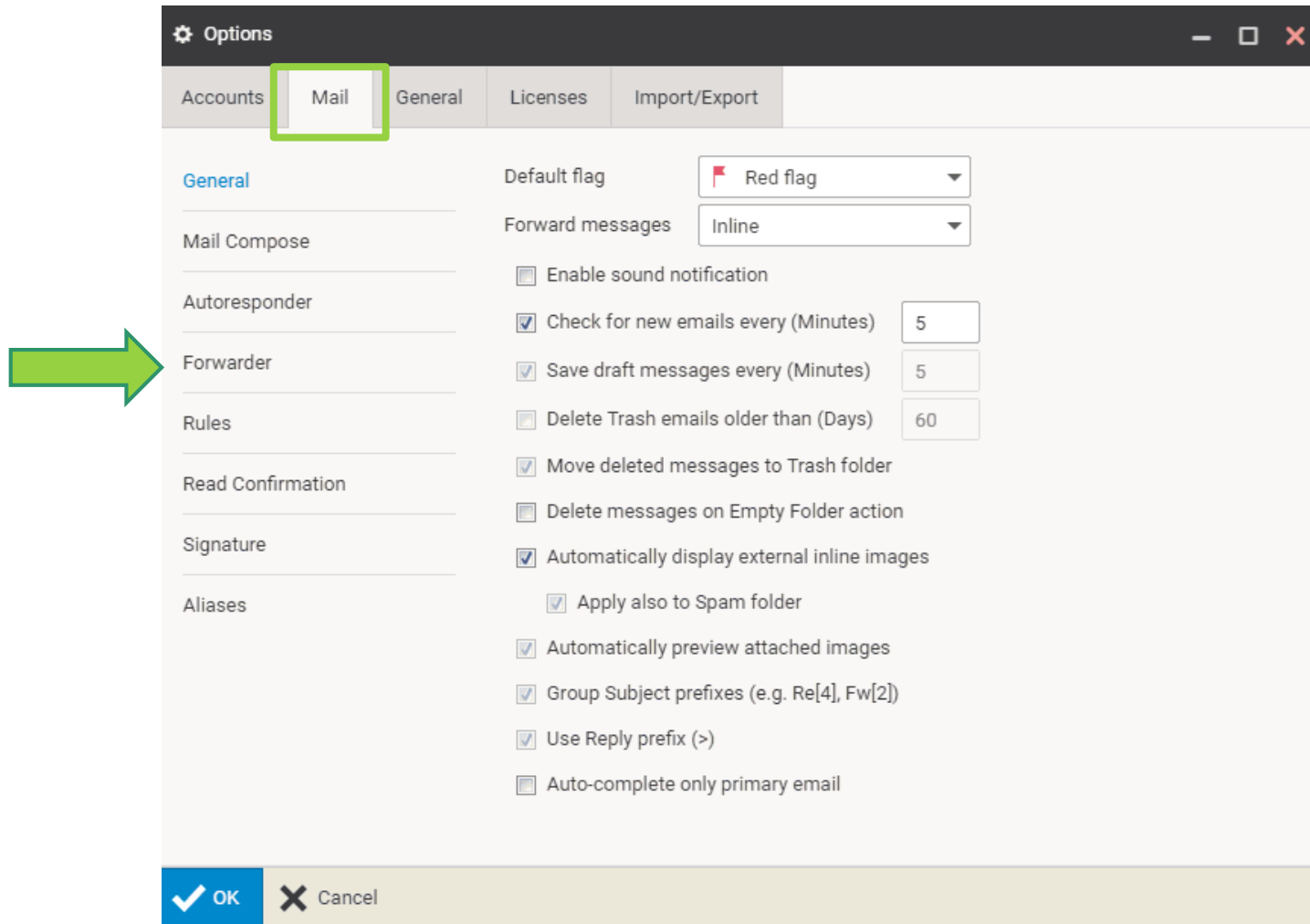
Help

Switch to Tablet Interface

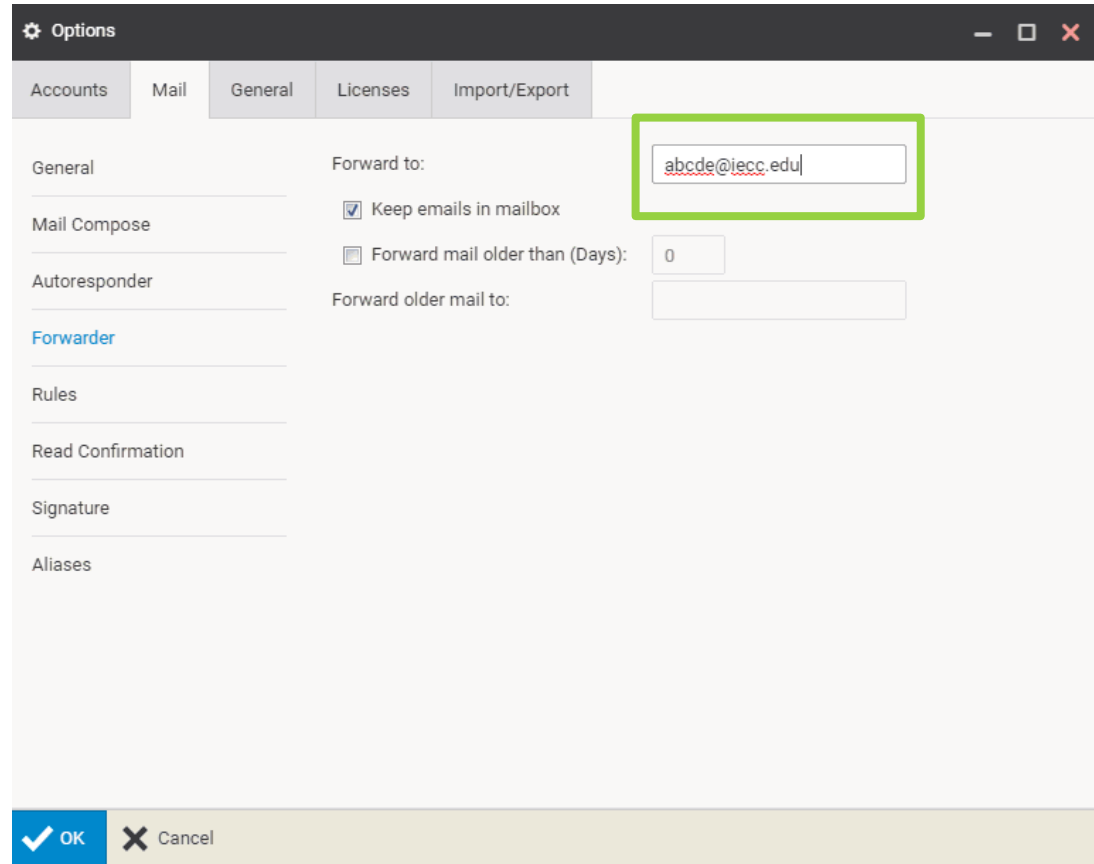
Switch to Old Interface

Logout

## 4. Select the **Mail** tab at the top and choose **Forwarder**



5. Enter the email address that you wish to have Entrata email forwarded to in the in the **Forward To:** box.



**Don't forget to select 'Ok'**