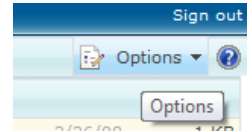


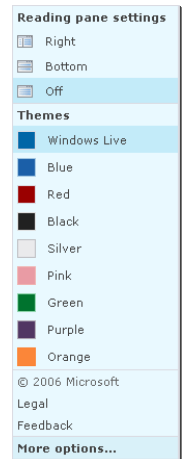
## Forwarding your Bigfoot e-mail to another mailbox

Complete the steps outlined below to enable forwarding of the mail received in your Bigfoot mailbox to another e-mail account. Note – You must be logged into your Bigfoot e-mail account to perform these steps.

- In the upper right-hand corner of the Windows Live screen, select Options



- A pop-up window will display various options for your mailbox. At the bottom of the Reading Pane Settings window, select “More options ... ” at the bottom of the window.



- The Options window will open, in the “Manage your account” section, select the option to “Forward mail to another e-mail account”.

### Options

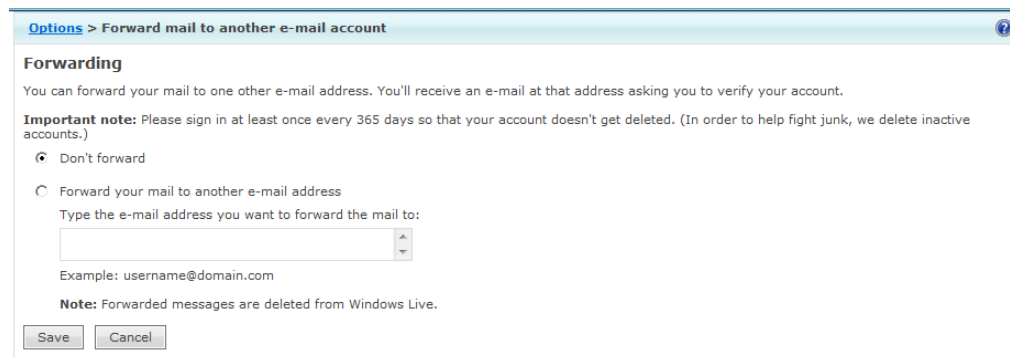
You're using the full version of Windows Live.

Not fast enough? [Try the classic version.](#)

#### Manage your account

- [View and edit your personal information](#)
- [Send and receive mail from other e-mail accounts](#)
- [Forward mail to another e-mail account](#)
- [Send automated vacation replies](#)

- Complete the form with the e-mail address you wish to forward your Bigfoot to and click the Save button.

A screenshot of the 'Options > Forward mail to another e-mail account' window. The title bar says 'Options > Forward mail to another e-mail account'. The main heading is 'Forwarding'. Below it, there is a paragraph: 'You can forward your mail to one other e-mail address. You'll receive an e-mail at that address asking you to verify your account.' An 'Important note' follows: 'Please sign in at least once every 365 days so that your account doesn't get deleted. (In order to help fight junk, we delete inactive accounts.)'. There are two radio button options: 'Don't forward' (selected) and 'Forward your mail to another e-mail address'. Under the second option, there is a text input field with a placeholder 'Type the e-mail address you want to forward the mail to:' and an example 'Example: username@domain.com'. A 'Note' states: 'Forwarded messages are deleted from Windows Live.' At the bottom, there are 'Save' and 'Cancel' buttons.

**Important** – You must log onto your Bigfoot mailbox once a year to avoid the status being changed to “inactive”