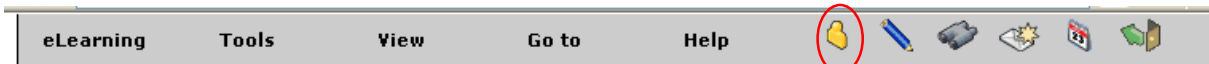


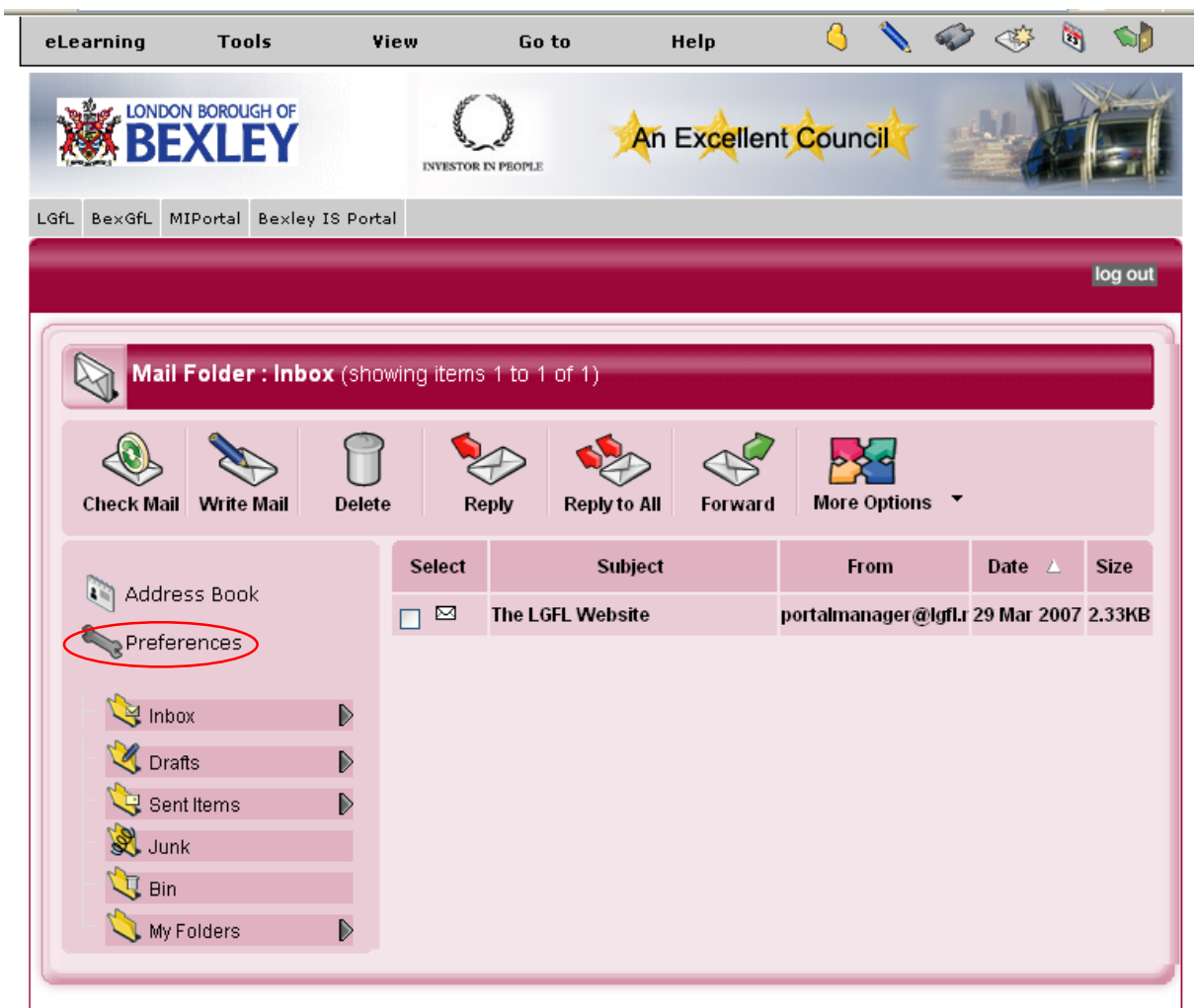
1. Logon to your lgfl.net account using your normal credentials  
e.g. Username of <yourname>.<yourschool>.bexley.lgfl



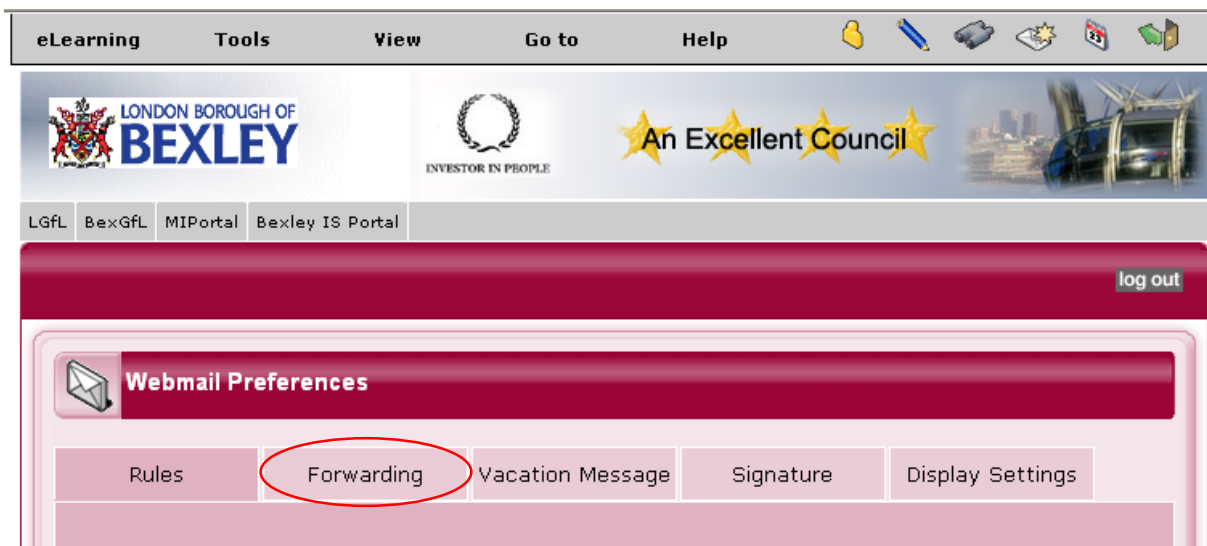
2. Click on the little man to ensure you are at your own home page.



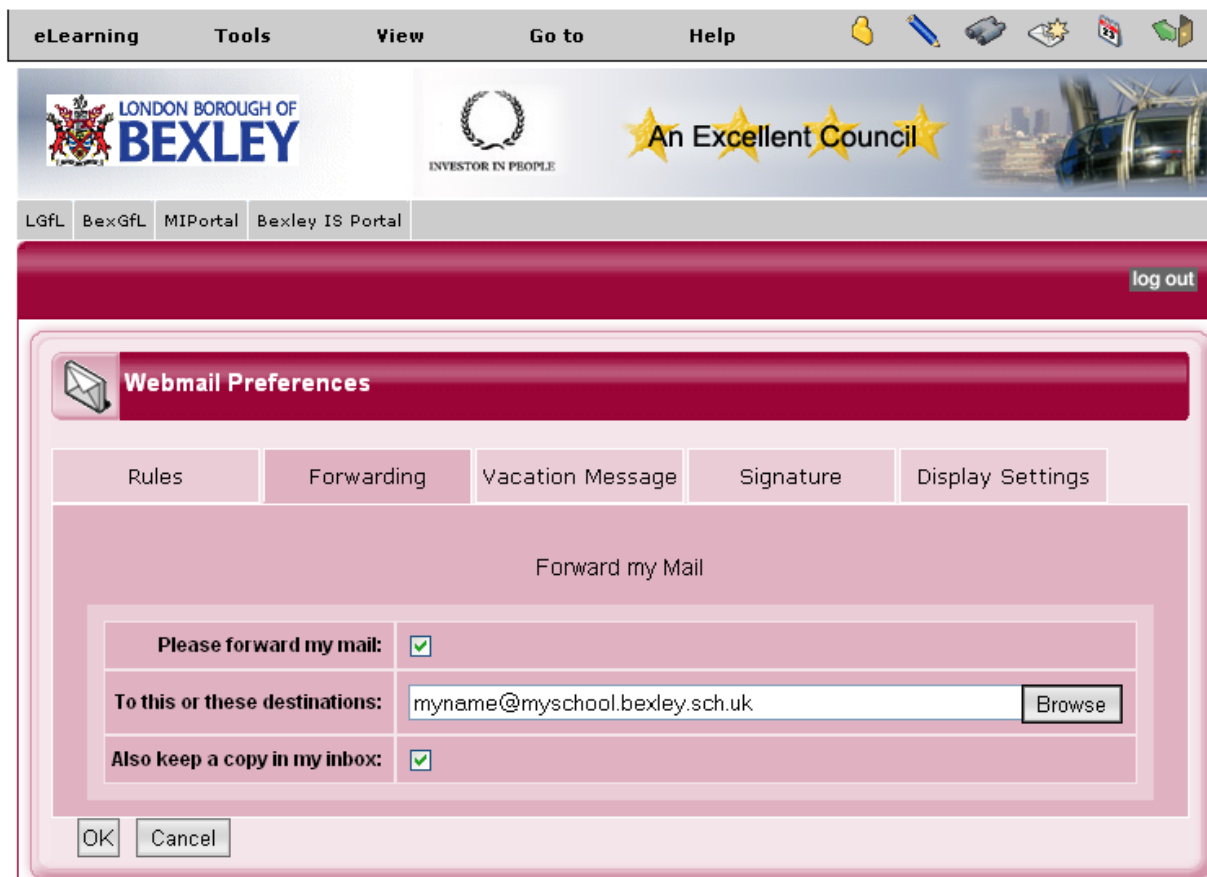
3. Click on Tools, then Email to get to your email client.



4. Now Click on preferences



5. Click on the Forwarding tab



6. Fill in the boxes as shown above substituting your own email address
7. Click the OK button to finish
8. Now all emails arriving in your inbox at the lgfl.net email system will be copied to your new email address. When you reply from the new email address the recipients will get your new email address automatically and then (hopefully) reply to that in future!