Pote Holdings

Email Guide

For support request, please contact

Email: support@mashcom.co.zw

WhatsApp: 0717 885 477

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Getting Started

To access your corporate email visit **https://mail.makanakainvestments.com** and enter your email address and password.

If you are accessing the email for the first time, use the password

`p@55w0rd1993`

On your initial login you will be prompted to change your password.
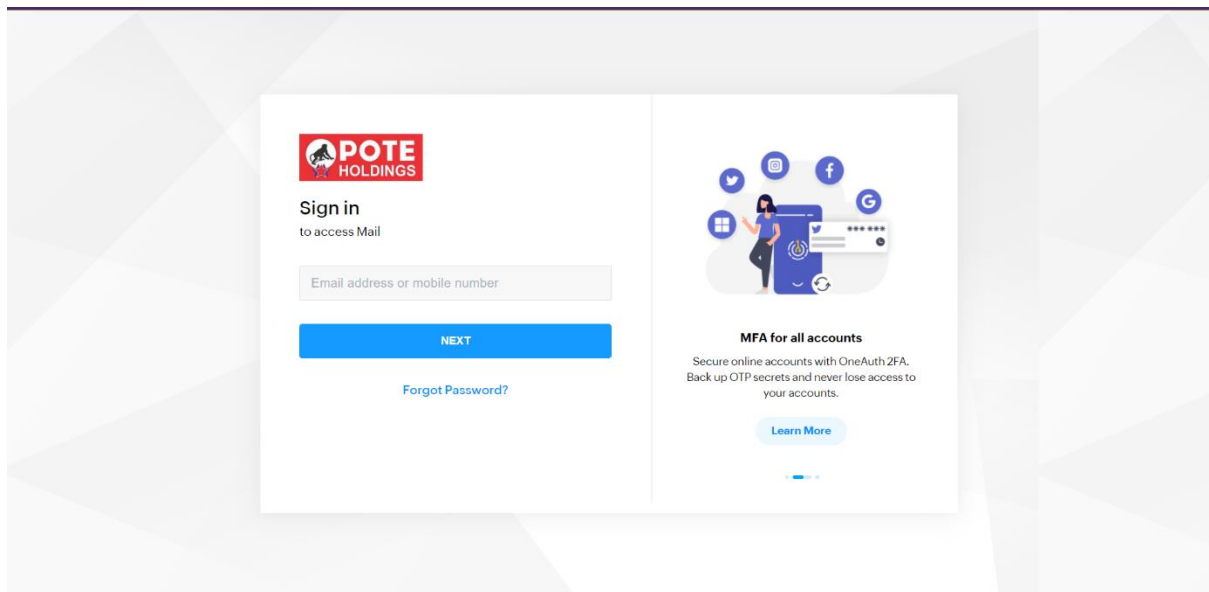
Important Resources

- **Mail Access Link: https://mail.makanakainvestments.com**
- **Getting Started Guide**: **https://www.zoho.com/mail/help/getting-started.html**
- **Mobile Access: https://www.zoho.com/mail/ios-android-apps.html**

# Forwarding Emails from Gmail

You can choose to forward all of your new messages to another email address, or only forward certain types of messages.

You can automatically forward your messages to another address. You can choose to forward all new messages, or just certain ones.
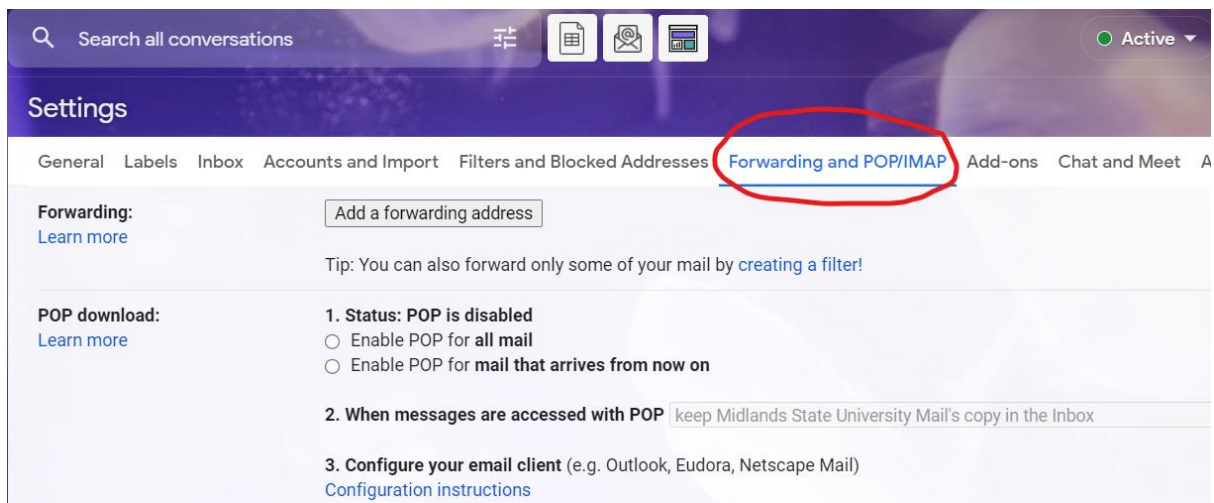
Note: You can only set up forwarding on your computer, and not on the Gmail app.
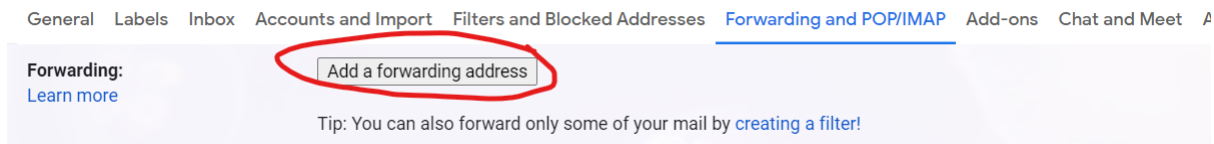
Turn on automatic forwarding

1. On your computer, open Gmail using the account you want to forward messages from. You can only forward messages for a single Gmail address, and not an email group or alias.
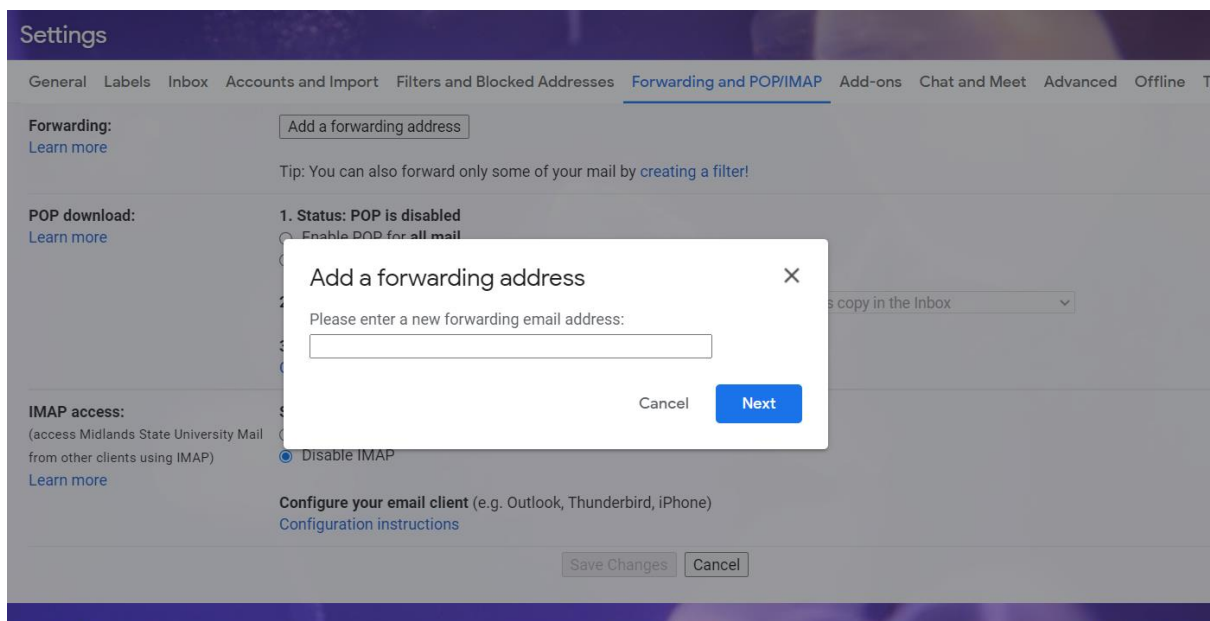2. In the top right, click Settings ⚙ > **See all settings.**
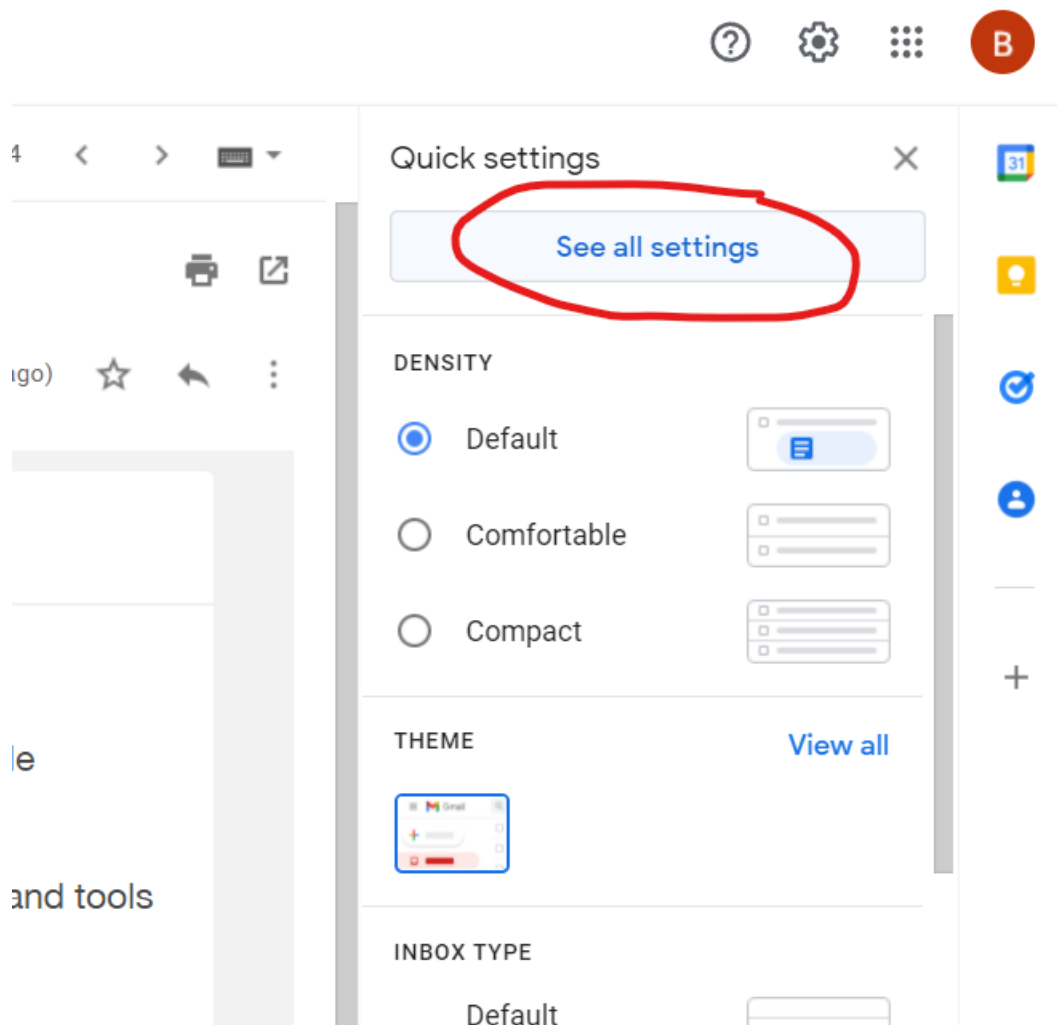
3. Click the **Forwarding and POP/IMAP** tab.

4. In the "Forwarding" section, click **Add a forwarding address**.

5. Enter the email address you want to forward messages to.

6. Click **Next** ＞ **Proceed** ＞ **OK**.
7. A verification message will be sent to that address. Click the verification link in that message.
8. Go back to the settings page for the Gmail account you want to forward messages from, and refresh your browser.

9. Click the **Forwarding and POP/IMAP** tab.
10. In the "Forwarding" section, select **Forward a copy of incoming mail to**.

11. Choose what you want to happen with the Gmail copy of your emails. We recommend Keep Gmail's copy in the Inbox.
12. At the bottom of the page, click **Save Changes**.