Automatically forward emails to another account

You can have your emails automatically forwarded to another address. You can forward all of your new messages, or just specific kinds of messages.

To forward emails from another email provider to Gmail, you'll have to change your settings in the other account, not in Gmail. Visit your other email provider's help center to find out if automatic forwarding is available and how to set it up.

Forward all new emails

1. Open the Gmail account that you want to forward *from*.

2. Click the gear in the top right.

3. Select **Settings**.
4. Select the **Forwarding and POP/IMAP** tab.

5. Click **Add a forwarding address** in the "Forwarding" section.

6. Enter the email address you want to forward to.

7. For your security, we'll send a verification email to that address. Open your other email account and find the confirmation message from the Gmail team. If you're having trouble finding it, check your Spam folder.

8. Click the verification link in that email.

9. Back in your Gmail account, reload the page in your web browser - look for the reload icon .
10. On the same **Forwarding and POP/IMAP** page in Settings, check that **Forward a copy of incoming mail** is selected and your email address is in the drop-down menu.
11. In the second drop-down menu, choose what you want Gmail to do with your messages after they're forwarded, such as**keep Gmail's copy in the Inbox** (recommended) or **archive Gmail's copy**.
12. Click **Save Changes** at the bottom of the page.