



If you only want to forward certain kinds of messages to another account, [create a filter](#) for these messages.

When you're setting up your filter, you can choose what email address to forward these messages to.

If you don't see an email address to forward messages to, follow the steps above to turn on forwarding.

**Note:** You can only create up to 20 filters that forward to other addresses.

#### Create a filter

1. Open [Gmail](#).
2. In the search box at the top, click the Down arrow .
3. Enter your search criteria. If you want to check that your search worked correctly, see what emails show up by clicking Search .
4. At the bottom of the search window, click **Create filter with this search**.
5. Choose what you'd like the filter to do.
6. Click **Create filter**.

When you create a filter to forward messages, only new messages will be affected.