


## Turn on automatic forwarding to 1 email account

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 .
3. Click Settings.
4. Click the Forwarding and POP/IMAP tab.
5. In the "Forwarding" section, click Add a forwarding address.
6. Enter the email address you want to forward messages to.
7. Click Next > Proceed > OK.
8. A verification message will be sent to that address. Click the verification link in that message.
9. Go back to the settings page for the Gmail account you want to forward messages from, and refresh your browser.
10. 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.