




How to 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. **You can only set up forwarding on a computer, not through your GMail app on a phone.**
2. In the top right, click Settings, , then See All Settings, then scroll across the top tabs and click on Forwarding and POP/IMAP
3. In the top right, click Settings and then See all settings.
4. In the "Forwarding" section, click Add a forwarding address.
5. Enter the email address you want to forward messages to.
6. Click Next and then Proceed and then 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.

To Turn Off Automatic Forwarding

1. On your computer, open [Gmail](#) using the account you want to stop forwarding messages from.
2. In the top right, click Settings, then See all settings.
3. Click the Forwarding and POP/IMAP tab.
4. In the "Forwarding" section, click Disable forwarding.
5. At the bottom, click Save Changes.