Automatically forward Gmail messages to another account

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

Set up automatic forwarding

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. If you have an account through work or school and have trouble, contact your administrator.

Turn automatic fowarding on or off

Note: When your new messages are forwarded, messages from spam won't be included. 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.

13. Make sure to check the box saying “Delete Forwarded Messages”. Or you’ll end up with emails in both inboxes that are identical.

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 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.