Configure Forwarding in Gmail

1. Login to the gmail account you want to forward email *FROM*.
2. Click the **gear icon**, then **Settings** in the upper-right corner of the page.
3. Click the **Forwarding and POP/IMAP** link.
4. Click the **Add a forwarding address** button.
5. Enter the email address *TO* which you want your email forwarded, then click Next.
    A confirmation email is sent to the email address you specified in this step.
6. Login to the email account you are forwarding *TO* in a different web browser (or in your email client) and confirm the forwarding using one of the following methods:
    * **Click the link** in the confirmation email.
      - or -
    * **Copy the confirmation code** in the email and paste it into the text box on the Settings > Forwarding page on the account you want to forward *FROM*.
7. Refresh the **Settings > Forwarding** page and verify that "Forward a copy of incoming email to" is selected.
8. Click the **Save Changes** button at the bottom of the page.
    All email sent to the email address you configured to forward *FROM* will be forwarded to the email address you entered to forward *TO*.

For more information see the Google support page **Automatically forward Gmail messages to another account**.