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**.

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