**How do I automatically forward my Gmail email to a different account?**

**Tell Me**

1. Login to your University Gmail account
2. Click the gear icon (1) in the top right corner then click Settings (2)
3. Click on **Forwarding and POP/IMAP**
4. Click on **Add a forwarding address** button
5. Enter a new forwarding email address and click Next
6. Confirm the forwarding address and click Proceed
7. For security purposes, a confirmation code will be sent to verify permission - click **OK**

![Confirmation Code](image)

8. Open the email account you have selected to forward to and find the confirmation message from the Gmail team. If you’re having trouble finding it, check your Spam folder.

9. Click the verification link in that email to confirm the request.

10. A new tab will open - click **Confirm**

![Confirm Forwarding Mail](image)

11. Back in your University Gmail account, reload the page in your web browser - look for the reload icon.

12. On the same **Forwarding and POP/IMAP** page in Settings, select **Forward a copy of incoming mail**.

13. In the second drop-down menu, choose what you want Gmail to do with your messages after they’re forwarded, such as **keep UNC Charlotte Mail’s copy in the Inbox** (recommended) or **mark UNC Charlotte Mail’s copy as read**, **archive UNC Charlotte Mail’s copy** or **delete UNC Charlotte Mail’s copy**.

![Forwarding Options](image)

14. Click **Save Changes** at the bottom of the page.

**Note**

It is important to ensure the forwarding of email does not conflict with the University’s **Policy for Electronic Communication**.

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**Related FAQs**

- How do I export my Contacts from Gmail?
- How do I automatically forward my Gmail email to a different account?
- How do faculty and staff setup an email alias?
- What types of Generic Accounts are available for Gmail at UNC Charlotte?
- How do I set up Gmail on an iPhone or iPad?