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

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.

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.

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.

Related FAQs

Page: How can I send a mass email to faculty, staff or students?
Page: How do I request a generic email account?
Page: What types of Generic Accounts are available for Gmail at UNC Charlotte?
Page: How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?
Page: Where did my Contacts go in the new Gmail interface?