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
- How does a supervisor request temporary access to an employee’s Gmail account?
- How do I set up “Send mail as” permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?