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

![Add a forwarding address](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.

![Please 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.

Related FAQs

- How can I get removed from the ResearchStudyAnnouncement-group emails?
- What options are available in Google for generic email?
- How do I create a calendar event from an email?
- How do I login to my UNC Charlotte account from Google's login page?
- How does a supervisor request temporary access to an employee's Gmail account?