



## Gmail Forwarding E-mails

Lyn Griffiths - 2025-07-24 - E-Mail

Gmail Forwarding E-mails

**Login to Your Gmail Account:** Open your web browser and log in to the Gmail account from which you want to forward emails. [GMail](#)

**Access Settings:** Once logged in, locate and click on the gear icon in the top right corner of the Gmail interface. This will open a drop-down menu. From the menu, select "Settings."

**Go to Forwarding and POP/IMAP Tab:** In the Settings menu, click on the "Forwarding and POP/IMAP" tab located at the top.

**Enable Forwarding:** In the "Forwarding" section, click on the "Add a forwarding address" button.

**Enter Destination Email Address:** A popup window will appear. Enter the email address of the Gmail account where you want to forward emails. After entering the email address, click "Next."

**Confirmation:** Gmail will ask you to confirm the forwarding address. Click "Proceed" to confirm.

**Verify Forwarding Address:** Gmail will send a verification email to the address you entered. Open the inbox of the destination Gmail account and locate the verification email. Follow the instructions in the email to verify the forwarding address.

**Confirm Forwarding:** Once the forwarding address is verified, go back to the settings of the original Gmail account. In the "Forwarding" section, select the option "Forward a copy of incoming mail to" and choose the email address you just verified from the drop-down menu.

**Choose What to Do with Forwarded Emails:** Below the forwarding option, you can choose what Gmail should do with the forwarded emails. You can choose to keep a copy of forwarded emails in your Gmail inbox, mark them as read, archive them, or delete them.

**Save Changes:** After configuring the forwarding options according to your preference, scroll down to the bottom of the Settings page and click "Save Changes" to apply the settings.

**Contact IT Support:** If none of the above steps resolve the issue, contact your IT support team for further assistance. They may need to perform

additional troubleshooting or repairs to resolve the problem.