




## HOW TO...SET UP & REMOVE AUTO-FORWARDING OF EMAILS

You may choose to forward all of your new messages to another email address (including non-Google email addresses) or only forward certain types of messages.


Some notes:

1. You can only set up forwarding on your computer and not on the Gmail app.
2. You can only automatically forward all your messages to one account.

### A. Turn On Automatic Forwarding

1. On your computer, open Gmail using the account you want to forward messages from. **You can only forward messages for a single Gmail address, and not an email group or alias.**
2. In the top right, select the Settings  icon > **See all settings.**
3. Click the **Forwarding and POP/IMAP** tab at the top menu.
4. In the **Forwarding** section, click **Add a forwarding address.**
5. Enter the email address you want to forward messages to (i.e., your new @lcmg.org email address).
6. Click **Next > Proceed > OK.**
7. A verification message will be sent to that address. This is to ensure you typed in the correct email address and have permission to forward to that address (eliminates unwanted spam). Click the verification link in that message.
8. Go back to the Settings page for the Gmail account you want to forward messages from and refresh your browser.
9. Click the **Forwarding and POP/IMAP** tab at the top menu.
10. In the **Forwarding** section, select the **Forward a copy of incoming mail to.**
11. Choose what you want to happen with the Gmail copy of your emails. We recommend "Keep Gmail" copies in the Inbox.
12. At the bottom of the page, click **Save Changes.**

B. Turn Off Automatic Forwarding

1. On your computer, open the Gmail account you want to stop forwarding messages from (i.e., the old Gmail account).
2. In the top right, select the Settings  icon > **See all settings**.
3. Click the **Forwarding and POP/IMAP** tab at the top menu.
4. In the **Forwarding** section, click **Disable forwarding**.
5. At the bottom of the page, click **Save Changes**.