How do I automatically forward my Gmail email to a different account?

Tell Me

1. Login to Gmail, gmail.uncc.edu  
2. Click on the drop down arrow next to the gear icon in the top right corner  
3. Click on Settings  
4. Click on Forwarding and POP/IMAP  
5. Click on Add a forwarding address button  
6. Enter a new forwarding email address  
7. Click Next  
8. Confirm the forwarding address  
9. Click Proceed  
10. For security purposes, a confirmation code will be sent to verify permission  
11. Open your other email account and find the confirmation message from the Gmail team. If you’re having trouble finding it, check your Spam folder  
12. Click the verification link in that email  
13. Back in your Gmail account, reload the page in your web browser - look for the reload icon  
14. On the same Forwarding and POP/IMAP page in Settings, select Forward a copy of incoming mail  
15. 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  
16. 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 do I search for emails from someone who has a regular email address and an alias?
• How do I setup my Gmail alias on an iOS device?
• How do I setup my University signature in Gmail?
• How do I set up Gmail to send from my preferred/alias email address?
• How do faculty and staff request an email alias?