Automatically forward Gmail messages to another account

- You can only set up forwarding on your computer, and not on the Gmail app.
- When your new messages are forwarded, messages from spam won't be included.

Turn on automatic forwarding

1. On your computer, Login to your Concordia Google account you want to forward messages from: https://mail.google.com/
2. In the top right, click Settings.
3. In the menu that appears, click **Settings**.
4. Click the **Forwarding and POP/IMAP** tab.
5. In the "Forwarding" section, click **Add a forwarding address**.
6. Enter the email address you want to forward messages to.
7. Click **Next** blocked URL **Proceed** blocked URL **OK**.
8. A verification message will be sent to that address. Click the verification link in that message.
9. Go back to the settings page for the Gmail account you want to forward messages from, and refresh your browser.
10. Click the **Forwarding and POP/IMAP** tab.
11. In the "Forwarding" section, select **Forward a copy of incoming mail to**.
12. Choose what you want to happen with the Gmail copy of your emails. We recommend *Keep Gmail's copy in the Inbox*.
13. At the bottom of the page, click **Save Changes**.

For more information, see: https://support.google.com/mail/answer/10957?hl=en