

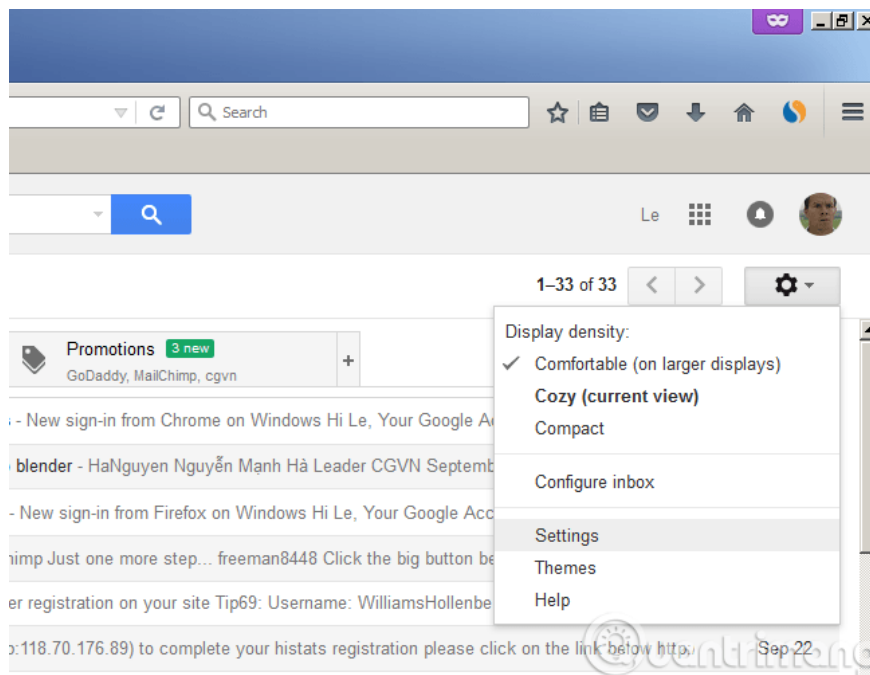
Set up auto-sending, Forward email to another account in Gmail?

In the article below, TipsMake.com will guide you to use the auto-send feature, forward - forward email to another email address right inside Gmail. This feature is very necessary when your mailbox, address is just an intermediary, or simply just want to forward email to another account.

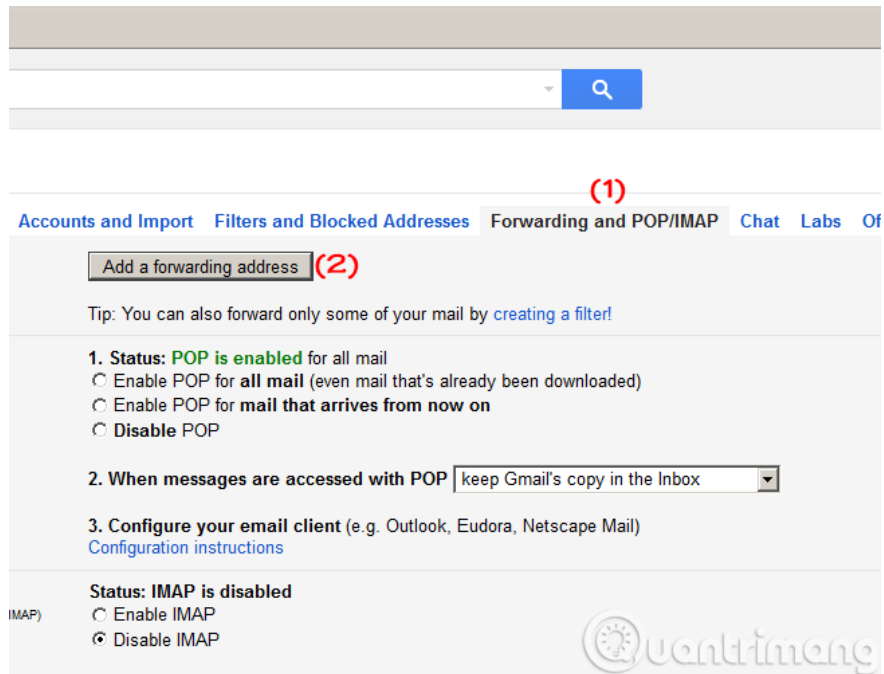
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1. Forward, Forward the whole new email:

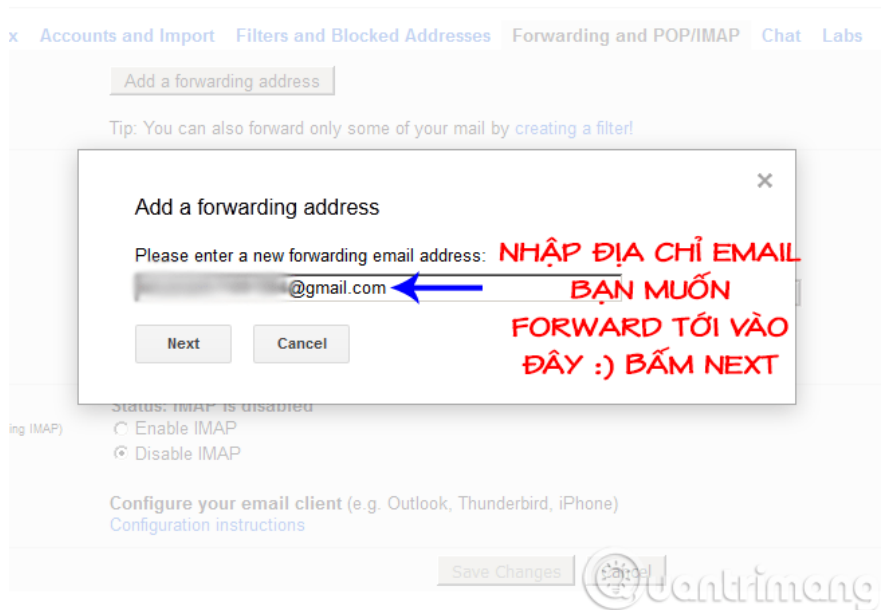
Open the browser, log in to your **Gmail** account, open the **Settings** section (click the jag icon):



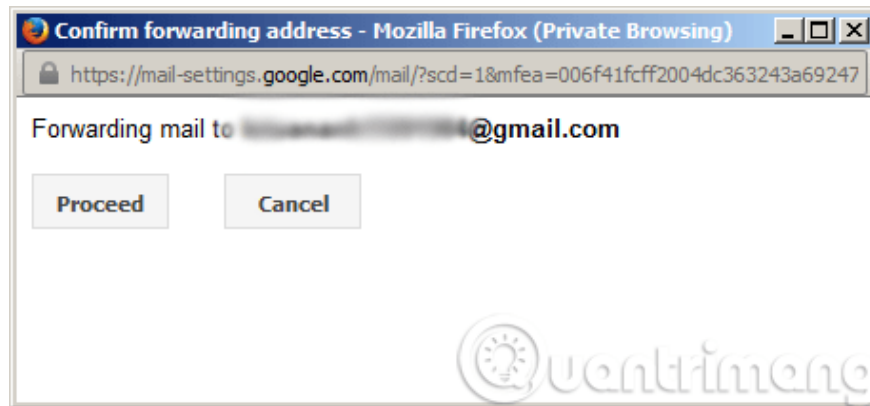
Select **Forwarding and POP / IMAP** > click **Add a forwarding address** as shown below:



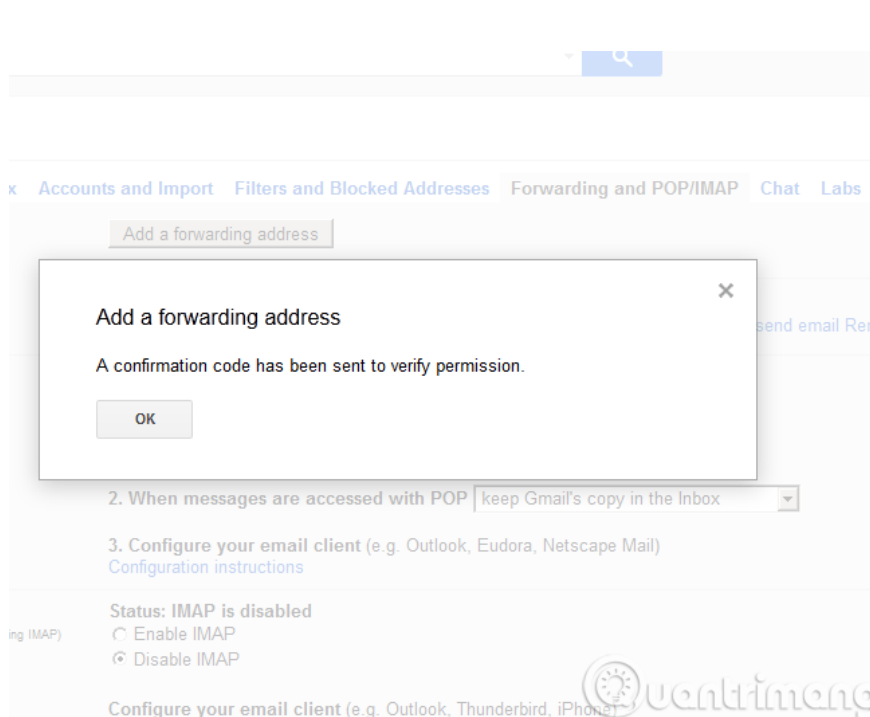
The popup window displays, please enter the email address you want to forward email to here:



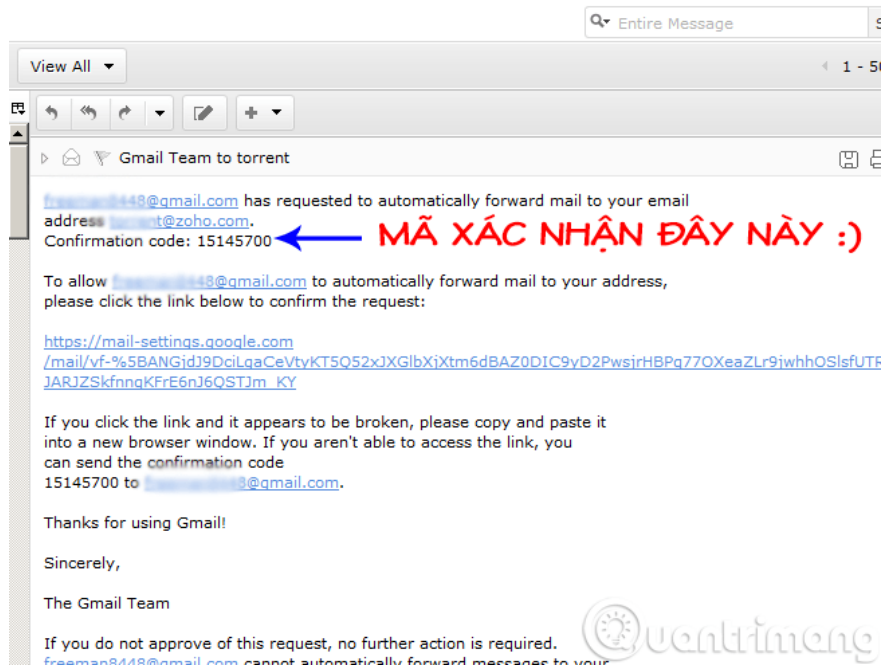
Click Proceed to confirm:



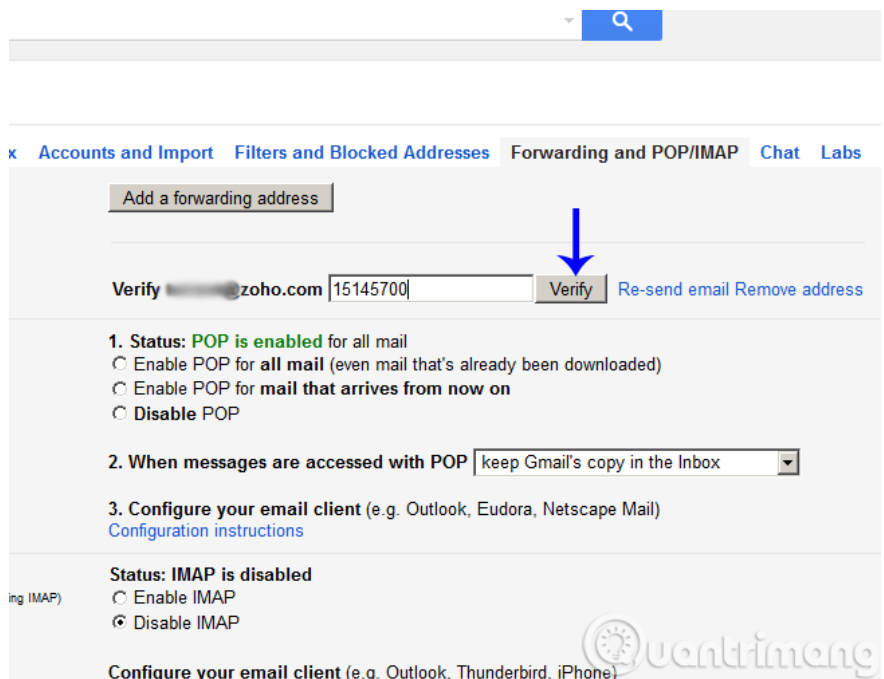
And for security reasons, Google will send a confirmation code to the new email address:



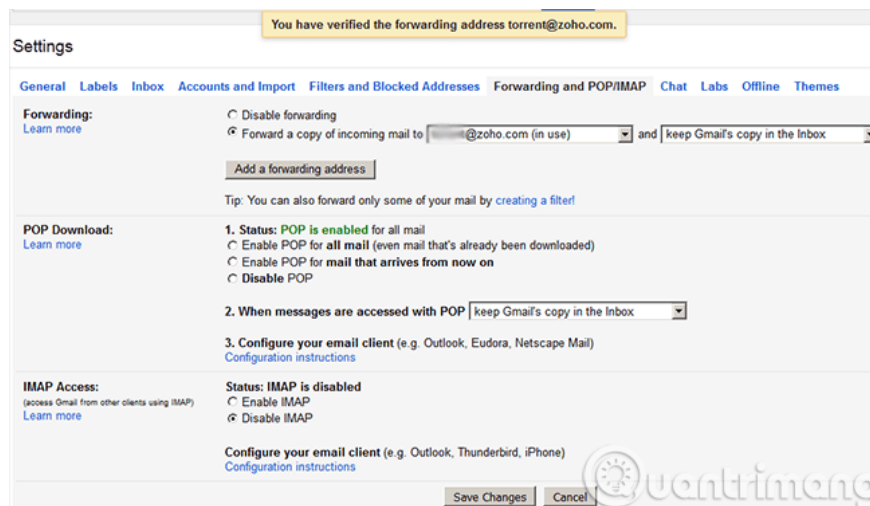
You access the other email address, then get the confirmation code. As an example here the confirmation code is number **15145700** :



Enter Gmail and click the **Verify** button:

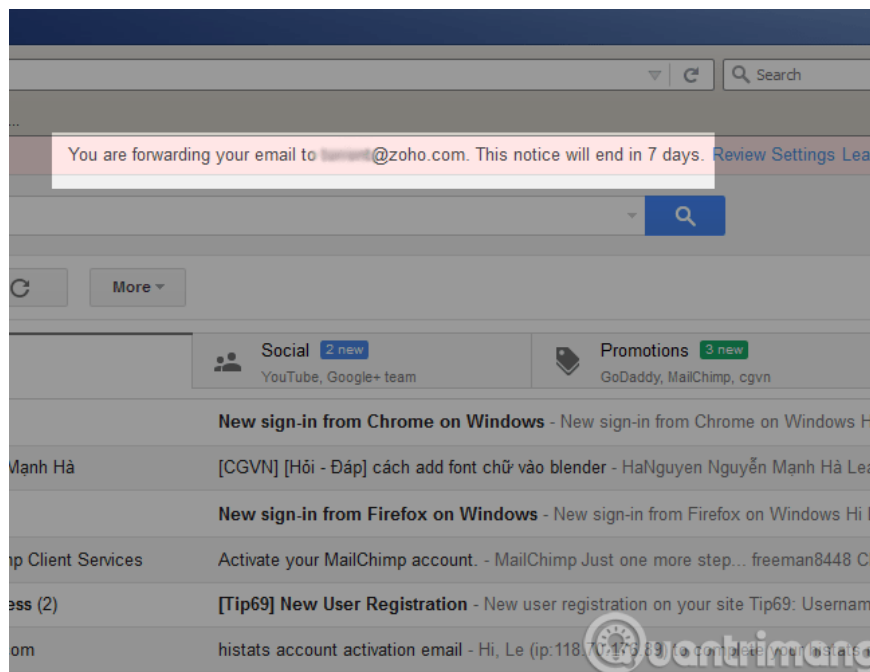


So we are done with the setup, and the other thing to do is to select **Forward a copy of incoming mail to** . this section will select the email you just confirmed (you can create multiple emails by pressing the button. **Add a forwarding address** below), and the next option - **keep Gmail's copy in the inbox** is to keep an email copy in the Google Inbox section (that is, if there's an email, one copy is in Google Inbox, one copy will be Forward - Forward via new email address):



If you do not want to automatically forward email, select **Disable forwarding**

After setting up, remember to click the **Save Changes** button to save the changes. Back in Google Inbox, you will see a message that you have successfully set up the email address you want to forward as shown below:



2. In case of just Forwarding some emails:

Method 1 is that you set to forward, forward the whole new email. What if I want to forward only a certain number of emails? The answer is the same setting as above, but will have to use the Filter - Gmail filter.

1. For details on how to use Gmail Filter, please refer to this article.

So with just a few basic steps, you can master the automatic forwarding feature, Forward Gmail to another email address. **Good luck!**

You finished reading the article "**Set up auto-sending, Forward email to another account in Gmail?**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
