3 Easy Steps

**NOTE: You will need access to the destination address being used for automatic forwarding. Gmail requires you to verify you have access to this email address and will send you a verification code to this address.

1. Go to the Forwarding Settings

Click the upper right gear icon to go to settings. If you see a side-pane with quick-access settings, click the "See all settings" to go to all of your settings in Gmail.

Once you are inside of your Gmail settings, click the Forwarding & POP/IMAP Tab.
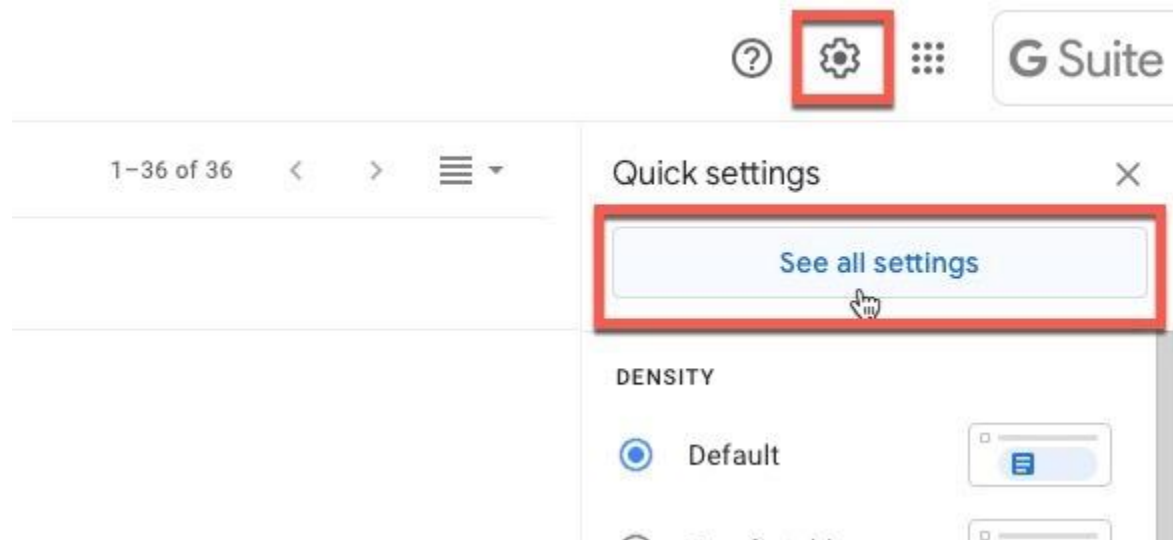

2. Add a new forwarding address

Forwarding is the first section of the Forwarding & POP/IMAP tab. Click "Add a forwarding address" and enter the email address you need emails to be forwarded to.
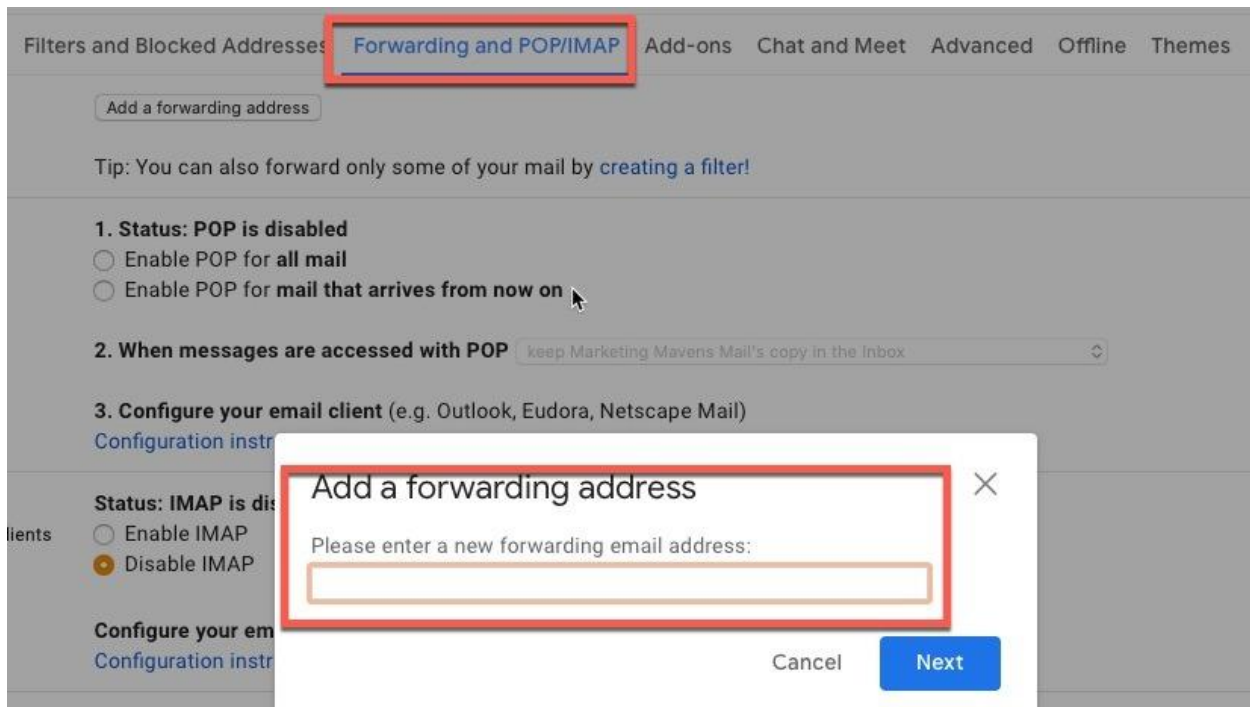
You will be shown a confirmation window to approve a verification email to be sent to this address. Click Proceed to allow it.

3. Verify the email address.

You will get an email from Google with the confirmation code you need to verify you have access to the inbox. If you do not have direct access to the inbox but a team member or partner does, just ask them to send you the code. No direct click is required.
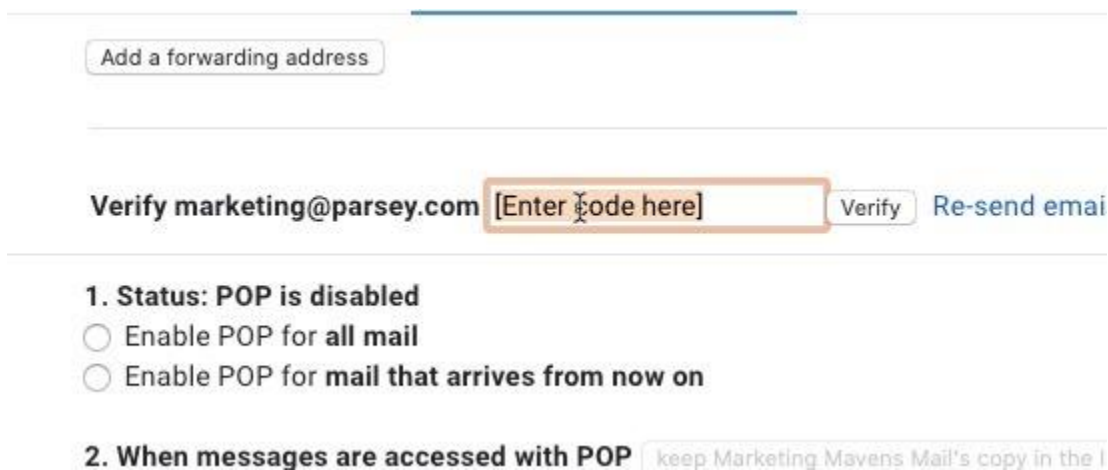
Additional Forwarding Options

If you need to only forward specific emails, such as email from a specific email address or with a specific subject line, you'll need to add a filter.

Add A Filter

You can filter emails you want to forward by the From address, To address, Subject line, or specific words within the email body. You can also filter whether it has an attachment (and the size).

There are 3 ways to add a filter to your forwarding emails: Using the search menu, within the Settings > Filters and Blocked Accounts, or within the Settings > Forwarding and POP/IMAP tab. Since we've done all of the work thus far under the Forwarding tab, we'll use that option.

To add a filter to emails being forwarded, click "Create a filter!". Next, add the criteria needed to properly filter which emails should be sent to your destination.

Tip: You can also forward only some of your mail by creating a filter!

TIP: It might be a good idea to run a search prior to creating your filter and make sure the criteria you have selected produces the desired results.

Once you hit "Create Filter," you will be taken to a popup that will help you decide what Gmail should do with the email (e.g. Archive it, delete it, mark it as important). Note: make sure you select "Forward it to: ___"

From	leads@zillow.com
To	
Subject	
Has the words	New Lead
Doesn't have	
Size	greater than ▾		MB ▾

☑ Has attachment   ☐ Don't include chats

[Create filter]   **Search**

← When a message arrives that matches this search:

☐ Skip the Inbox (Archive it)

☑ Mark as read

☐ Star it

☐ Apply the label: Choose label... ▾

☐ Forward it to: Choose an address... ▾   add forwarding address

☐ Delete it

☐ Never send it to Spam

☑ Always mark it as important

☐ Never mark it as important

☐ Categorize as: Choose category... ▾

☐ Also apply filter to **9** matching conversations.

❓ Learn more   **Create filter**

TIP: On this same window, you can select to forward the emails currently in the inbox that fit your filter's criteria.