Setting up GoogleApps@UMaryland Mail Forwarding

You can choose to forward your new email messages to another email address.

Set up automatic forwarding

You can automatically forward your GoogleApps@UMaryland email messages messages to another email address.

Note: You can only set up forwarding on your computer, and <u>not</u> via the Gmail app.

Note: When your new messages are forwarded, messages from spam won't be included.

Turn on automatic forwarding

1. On your computer, open [Gmail](#) (gmail.umaryland.edu) 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, click Settings ⚙.
3. 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. (e.g. john.smith@hotmail.com)
7. Click **Next** ⟩ **Proceed** ⟩ **OK**.

8. A verification message will be sent to that address. Click the verification link in that message.

Below is an example of the confirmation email sent to the forwarding email address:

> **Subject: University of Maryland, Baltimore Team**
>
> **Text:**
>
> **John.smith@umaryland.edu has requested to automatically forward mail to your email address john.smith@email.com.**
>
> **Confirmation code: 38881234**
>
> **To allow john.smith@umaryland.edu to automatically forward mail to your address, please click the link below to confirm the request:**
>
> **https://mail.google.com/mail/vf-%5BANGjdJ-7-7hpp-Dj-Zo2XDTC2HF_BTapyu--GmDtYdvhq_NEBmsMocHErXIZJ22H7vcHOV2UKjQuyjGtwd-7%5D-2MMPxyecRZBWyjasohaDJYuFtnDpQ**
>
> **If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, you can send the confirmation code 38881234 to john.smith@umaryland.edu.**
>
> **Thanks for using University of Maryland, Baltimore!**
>
> **Sincerely,**
>
> **The University of Maryland, Baltimore Team**

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. It is recommended to **Keep Gmail's copy in the Inbox**.
13. At the bottom of the page, click **Save Changes**.
14. Forwarding is now setup and new emails will be sent to the new forwarding email address.

Turn off automatic forwarding

1. On your computer, open [Gmail](#) using the account you want to stop forwarding messages from.
2. In the top right, click Settings ⚙.
3. Click **Settings**.
4. Click the **Forwarding and POP/IMAP** tab.
5. In the "Forwarding" section, click **Disable forwarding**.
6. At the bottom, click **Save Changes**.

FAQ

I got a forwarding notice in Gmail saying "You are forwarding your mail"

If you set up automatic mail forwarding using the steps above, you'll see a notice in your inbox for the first week after you turned on forwarding. This is a reminder that forwarding is turned on, and gives you a chance to review your forwarding settings. If you turn off forwarding, this notice will go away.

Questions?

For more information about GoogleApps@UMaryland, go to http://www.umaryland.edu/helpdesk/ or contact the IT Help Desk by phone at 410- 706-HELP (4357) or e-mail: help@umaryland.edu.