# Setting up GoogleApps@UMaryland Mail Forwarding

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

# Set up automatic forwarding

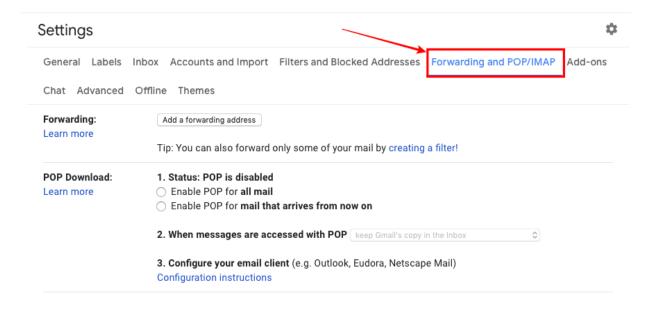
You can automatically forward your GoogleApps@UMaryland email messages messages to another email address.

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

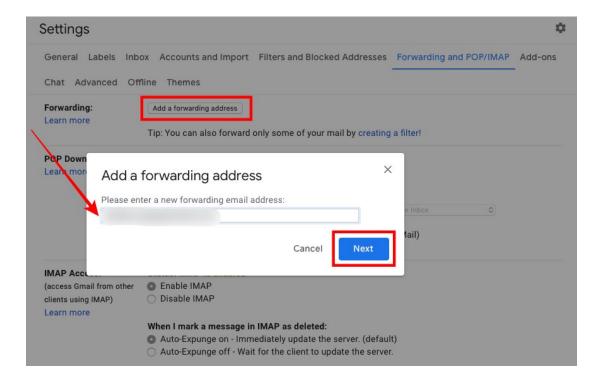
**Note:** When your new messages are forwarded, messages from spam won't be included.

### Turn on automatic forwarding

- 1. On your computer, open <u>Gmail</u> (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.
- 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:

<u>John.smith@umaryland.edu</u> 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--GmDtYdvhg NEBmsMocHErXIZJ22H7vcHOV2UKiOuviGtwd-7%5D-

<u>GmDtYdvhq NEBmsMocHErXIZJ22H7vcHOV2UKjQuyjGtwd-7%5D-</u> <u>2MMPxyecRZBWyjasohaDJYuFtnDpQ</u>

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 <u>Gmail</u> 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.