OVESC Mail Forwarding

1) On your computer, open the Gmail 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 the Settings button (Gear) and then click the See all settings button.
3) Click the Forwarding and POP/IMAP tab.
4) In the "Forwarding" section, click the button Add a forwarding address.
5) Enter the email address you want to forward messages to.
6) Click Next, Verify, click Proceed and then OK.
7) A verification message will be sent to the email address that will be receiving your forwarded mail. Switch to the email account that will be receiving your messages. Open the verification message and click the confirm link in that message.
8) Go back to the settings page for the Gmail account you want to forward messages from, and refresh your browser.
9) In Settings, Click the Forwarding and POP/IMAP tab.
10) In the "Forwarding" section, select Forward a copy of incoming mail to.
11) Choose what you want to happen with the Gmail copy of your emails. We recommend keeping a copy in the Inbox of the original account.
12) Scroll to the bottom of the page, click Save Changes.