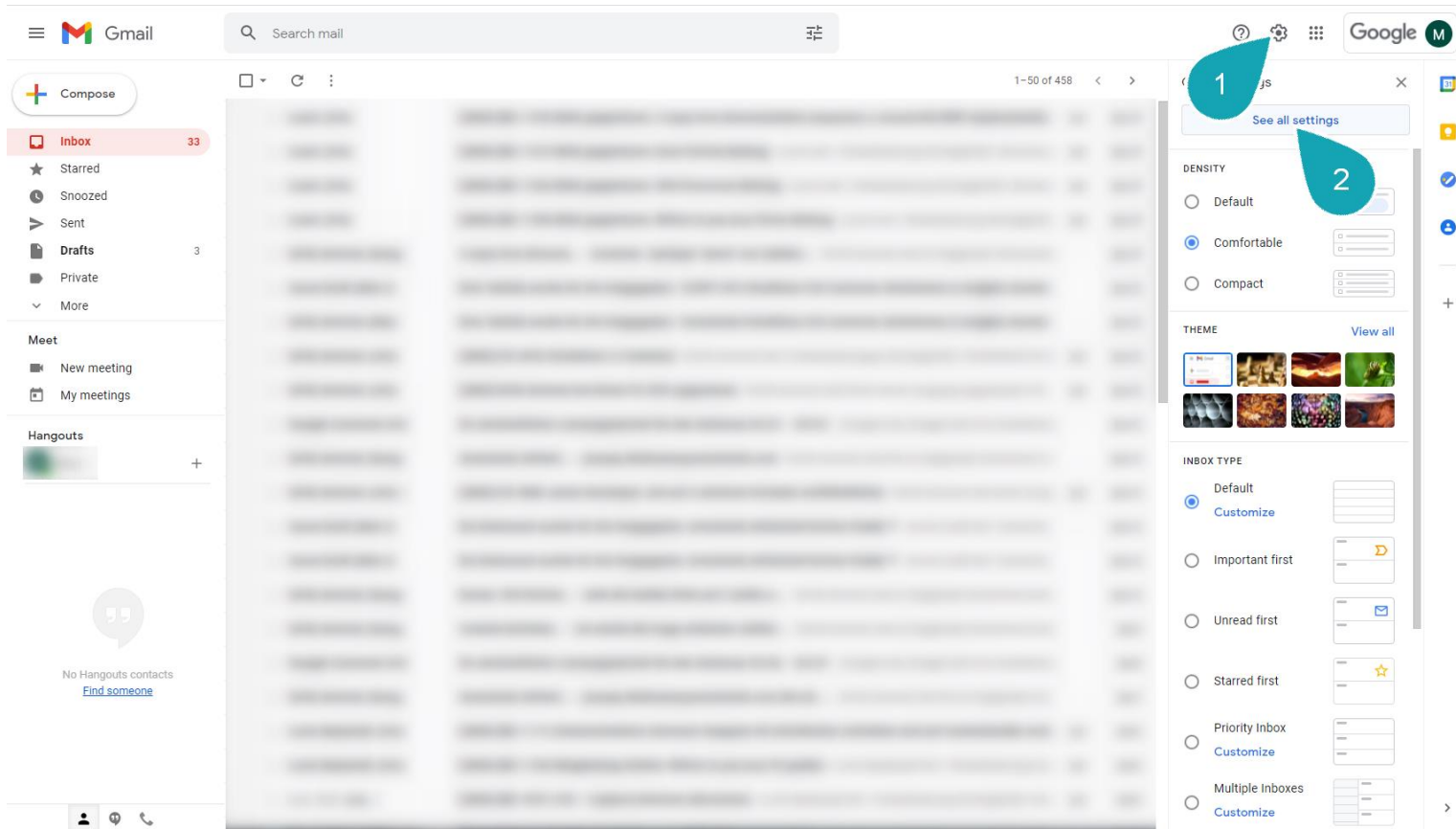


# How to automatically forward emails in Gmail

team FlowShare

# Setup "Forward all emails"



1. Click the gear icon.
2. Click 'See all settings'.

## Settings

General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline Themes

### Forwarding:

[Add a forwarding address](#)

Tip: You can also [add a filter](#) to some of your mail.

### POP download:

#### 1. Status: POP is disabled

- Enable POP for all mail
- Enable POP for mail that arrives from now on

2. When messages are accessed with POP [keep miraminds Mail's copy in the Inbox](#)

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)  
[Configuration instructions](#)

### IMAP access:

(access miraminds Mail from other clients using IMAP)

[Learn more](#)

#### Status: IMAP is disabled

- Enable IMAP
- Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)  
[Configuration instructions](#)

Save Changes

Cancel

Using 0.25 GB

Program Policies  
Powered by Google

2

1. Switch to tab 'Forwarding and POP/IMAP' (A).

2. Click the 'Add a forwarding address' button.

Settings

General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline Themes

**Forwarding:**  
[Learn more](#)

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

**POP download:**  
[Learn more](#)

1. Status: POP is disabled  
 Enable POP for all mail  
 Enable POP for mail that arrives from now on

2. When messages are accessed with POP: keep miraminds Mail's copy in the Inbox

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)  
[Configure](#)

**IMAP access:**  
(access miraminds Mail from other clients using IMAP)  
[Learn more](#)

Status: IMAP is disabled  
 Enable IMAP  
 Disable IMAP


[Configure](#)  
[Configure](#)

Using 0.25 GB

Program Policies  
Powered by Google

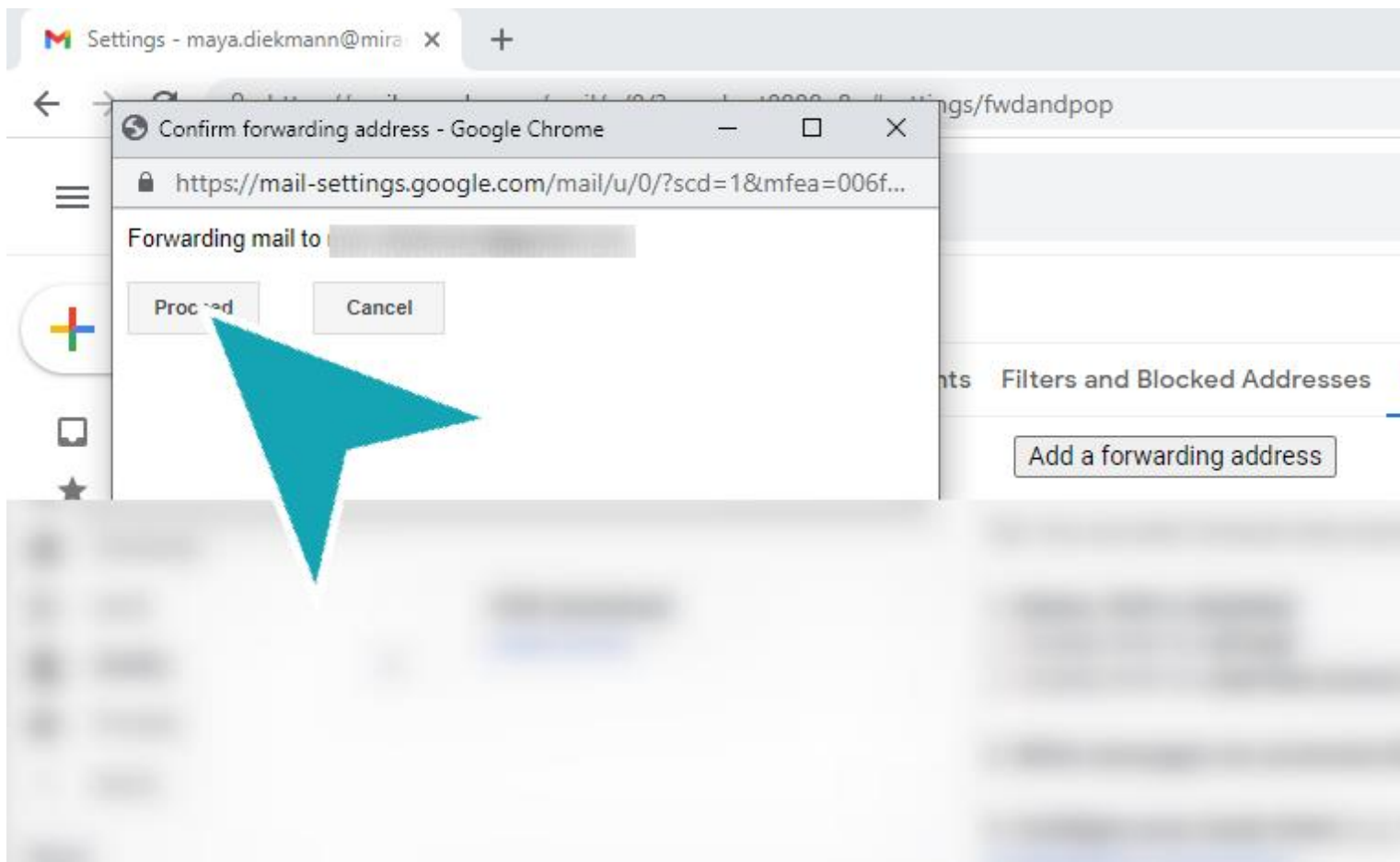
Add a forwarding address

Please enter a new forwarding email address:



3

Enter an email address to which you want to forward emails. Click the 'Next' button.



4

A window will pop up, asking you to proceed with the process. A confirmation code will be sent to the email address you have chosen for forwarding in the previous step.

Click the 'Proceed' button.

Settings

General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline Themes

**Forwarding:**  
[Learn more](#)

Verify  Verify [Re-send email](#) [Remove address](#)

**POP download:**  
[Learn more](#)

1. Status: POP is disabled  
 Enable POP for all mail  
 Enable POP for mail that arrives from now on

2. When messages are accessed with POP: keep miraminds Mail's copy in the Inbox

3. Configuration instructions

**IMAP access:**  
(access miraminds Mail from other clients using IMAP)  
[Learn more](#)

Status: IMAP is disabled  
 Enable IMAP  
 Disable IMAP

Configuration instructions

Using 0.25 GB

Program Policies  
Powered by Google

Add a forwarding address

A confirmation code has been sent to  to verify permission.

5

Click the 'OK' button.

## Settings

General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline Themes

### Forwarding:

[Learn more](#)

[Add a forwarding address](#)

Verify  Verify [Re-send email](#) [Remove address](#)

### POP download:

[Learn more](#)

#### 1. Status: POP is disabled

- Enable POP for all mail
- Enable POP for mail that arrives from now on

2. When messages are accessed with POP

#### 3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)

[Configuration instructions](#)

### IMAP access:

(access miraminds Mail from other clients using IMAP)

[Learn more](#)

#### Status: IMAP is disabled

- Enable IMAP
- Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)

[Configuration instructions](#)

[Save Changes](#)

[Cancel](#)

Using 0.25 GB

Program Policies  
Powered by Google

6

Enter the confirmation code sent to the indicated email address. Click the 'Verify' button.

# Forward specific emails only

Settings De ▾

General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline Themes

**Forwarding:**  
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to  and keep miraminds Mail's copy in the Inbox

Tip: You can also forward only some of your mail by [creating a filter!](#)

**POP download:**  
[Learn more](#)

**1. Status: POP is disabled**

Enable POP for all mail

Enable POP for mail that arrives from now on

**2. When messages are accessed with POP**

**3. Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)  
[Configuration instructions](#)

**IMAP access:**  
(access miraminds Mail from other clients using IMAP)  
[Learn more](#)

**Status: IMAP is disabled**

Enable IMAP

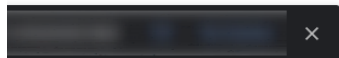
Disable IMAP

**Configure your email client** (e.g. Outlook, Thunderbird, iPhone)  
[Configuration instructions](#)

Using 0.25 GB Program Policies  
Powered by Google

7

Tick the box next to 'Forward a copy of incoming mail to' (A). All emails sent to this address will now be forwarded to the address you have entered.





## Settings

General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline Themes

### Forwarding:

[Learn more](#)

- Disable forwarding**  
 Forward a copy of incoming mail to  and

Tip: You can also forward only some of your mail by [creating a filter!](#)

### POP download:

[Learn more](#)

#### 1. Status: POP is disabled

- Enable POP for **all mail**  
 Enable POP for **mail that arrives from now on**

2. When messages are accessed with POP

#### 3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)

[Configuration instructions](#)

### IMAP access:

(access miraminds Mail from other clients using IMAP)

[Learn more](#)

#### Status: IMAP is disabled

- Enable IMAP  
 Disable IMAP

#### Configure your email client (e.g. Outlook, Thunderbird, iPhone)

[Configuration instructions](#)

Using 0.25 GB

Program Policies  
Powered by Google

8

If you only want to forward some but not all emails, tick the box next to 'Disable forwarding' (A). This disables that all emails are being forwarded.

## Settings

A

General Labels Inbox Accounts **Filters and Blocked Addresses** Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes

### Forwarding:

[Learn more](#)

- Disable forwarding of incoming mail to  and
- Forward a copy of incoming mail to  and

[Add a forwarding address](#)

Tip: You can also forward only some of your mail by [creating a filter!](#)

### POP download:

[Learn more](#)

- 1. Status: POP is disabled**
- Enable POP for **all mail**
- Enable POP for **mail that arrives from now on**
- 2. When messages are accessed with POP**

**3. Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)  
[Configuration instructions](#)

### IMAP access:

(access miraminds Mail from other clients using IMAP)

[Learn more](#)

- Status: IMAP is disabled**
- Enable IMAP
- Disable IMAP
- Configure your email client** (e.g. Outlook, Thunderbird, iPhone)  
[Configuration instructions](#)

[Save Changes](#) [Cancel](#)

Using 0.25 GB

Program Policies  
Powered by Google

9

Switch to tab 'Filters and Blocked Addresses' (A).

## Settings

De ▾

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#) [Themes](#)

The following filters are applied to all incoming mail:

Select: [All](#), [None](#)

[Export](#) [Delete](#)

[Create a new filter](#) [Import filters](#)

The following email addresses are blocked. Messages from these addresses will appear in Spam:

You currently have no blocked addresses.

Select: [All](#), [None](#)

[Unblock selected addresses](#)

Using 0.25 GB

Program Policies  
Powered by Google

10

Click 'Create a new filter'.

## Specify your criteria

Q Search mail

From

To

Subject

Has the words

Doesn't have

Size greater than MB

Has attachment  Don't include chats

Create filter [Search](#)

||

Now you can specify the criteria according to which your emails will be filtered. We are choosing a specific email address.

Search mail

From

To

Subject

Has the words

Doesn't have

Size  MB

Has attachment  Don't include chats

12

Click the 'Create filter' button.

← When a message is an exact match for your search criteria:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label... **A**
- 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 **2** matching conversations.

[Learn more](#) Create filter

1-2 of 2 < > De ▾

[Jun 30](#)

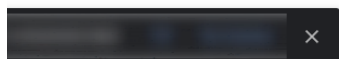
[6/30/20](#)

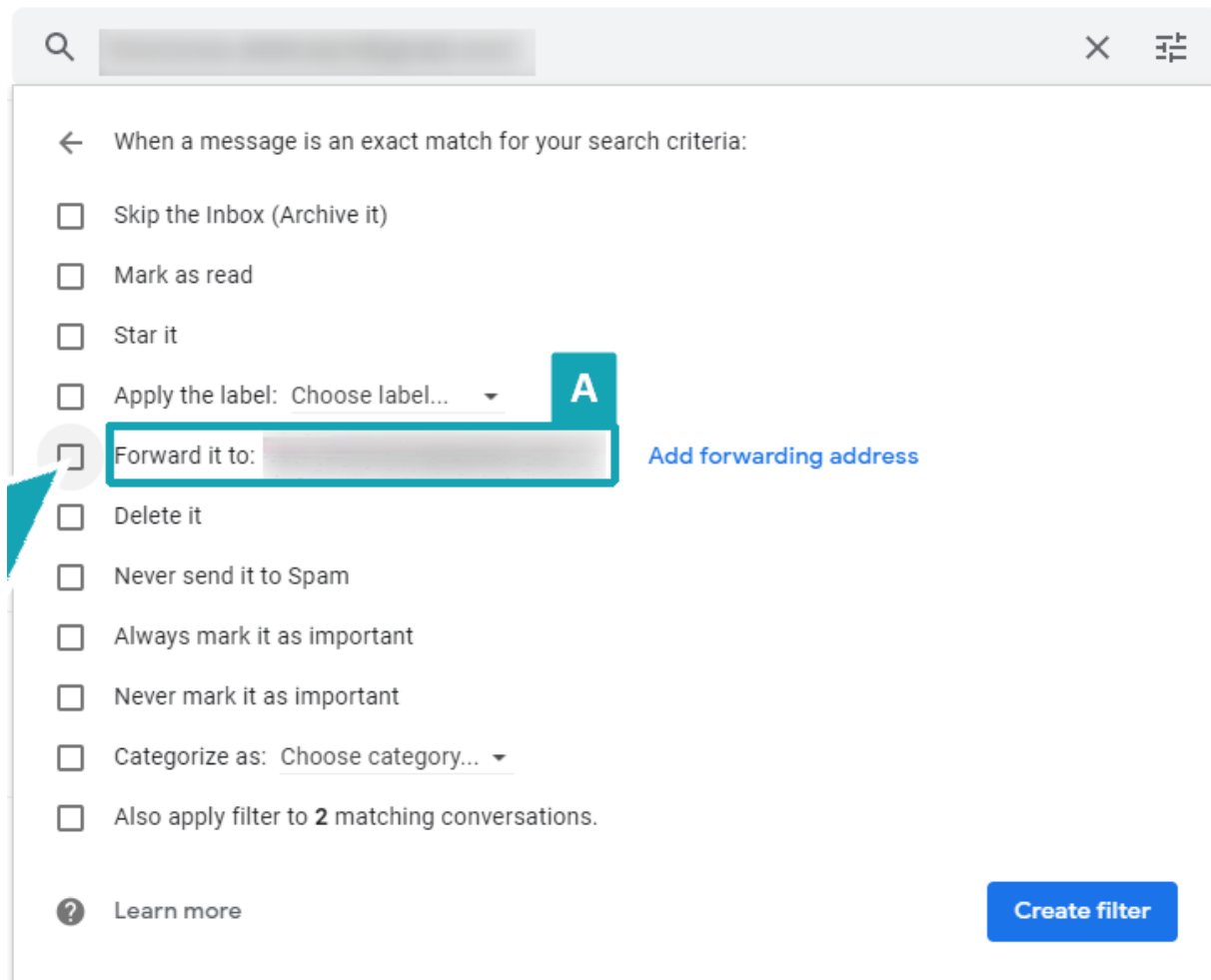
13

A list of options of filters will appear. Next to 'Forward it to:' click 'Choose an address...' and select from the drop-down menu.

Using 0.25 GB

Program Policies  
Powered by Google





14

Tick the box next to 'Forward it to:' (A).

Search [redacted] X [filter icon]

← When a message is an exact match for your search criteria:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label... ▾
- Forward it to: [redacted] [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 2 matching conversations.

Note: old mail will not be forwarded

[? Learn more](#)

[Create filter](#)

15

Click the 'Create filter' button.