

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 not 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](http://gmail.umaryland.edu) (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.

Settings



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

Forwarding:

[Add a forwarding address](#)

[Learn more](#)

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

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

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

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**.

The screenshot shows the Gmail settings page with the 'Forwarding and POP/IMAP' tab selected. A red box highlights the 'Add a forwarding address' button. A dialog box titled 'Add a forwarding address' is open, with a red arrow pointing to the input field for the email address. The 'Next' button in the dialog is also highlighted with a red box.

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IMAP Account: (access Gmail from other clients using IMAP)

- Enable IMAP
- Disable IMAP

[Learn more](#)

When I mark a message in IMAP as deleted:

- Auto-Expunge on - Immediately update the server. (default)
- Auto-Expunge off - Wait for the client to update the server.

Add a forwarding address [X]

Please enter a new forwarding email address:

Cancel **Next**

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](mailto: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.