

How to forward your email to another email account automatically.

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Select: All, None, Read, Unread, Starred, Unstarred

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Select: All, None, Read, Unread, Starred, Unstarred

When replying or forwarding, editing the subject will start a new conversation.

You are currently using 0 MB (0%) of your 2048 MB.

Hofstra University view: [standard with chat](#) | [standard without chat](#) | [basic HTML](#) | [Learn more](#)

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Hofstra Gmail main screen

1. When you logon to your Hofstra Gmail account, you will first see the Gmail main screen.

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Click the **Settings** link.

Hofstra Gmail main screen

2. Click on the **Settings** link in the upper right-hand corner of the Gmail main screen.

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Settings

[General](#) [Accounts](#) [Labels](#) [Filters](#) [Forwarding and POP](#) [Chat](#) [Web Clips](#)

Language: Hofstra University display language: English (US) ▼

Maximum pages per conversation: 50 ▼ conversations per page

Keyboard shortcuts: [Keyboard shortcuts off](#) [Keyboard shortcuts on](#)

My picture: [Select a picture](#) that other Hofstra University users will see when you email them.
[Learn more](#)

Contacts' pictures: [Learn more](#)

☒ Show all pictures
☐ Only show pictures that I've chosen for my contacts. Pictures your contacts select for themselves will not be displayed


Signature: (appended at the end of all outgoing messages)

☒ No Signature



Click the **Forwarding and POP** link.

Hofstra Gmail Settings screen

3. Select the **Forwarding and POP** link located at the top of the **Settings** window.

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Forwarding:


☒ 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 only for mail that arrives on 

2. When messages are accessed with POP:
 

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

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

When replying or forwarding, editing the subject will start a new conversation.

Hofstra Gmail Forwarding and POP screen

4. Select the **"Forward a copy of incoming mail to"** radio button to activate forwarding..

The screenshot shows the 'Forwarding and POP' settings page in a Gmail interface. The left sidebar contains navigation links: 'Compose Mail', 'Inbox (1)', 'Starred', 'Chats', 'Sent Mail', 'Drafts', 'All Mail', 'Spam (2)', 'Trash', and 'Contacts'. The 'Contacts' section shows 'Bob Student' with a search bar and a 'Labels' section with an 'Edit labels' link. The main content area has tabs for 'General', 'Accounts', 'Labels', 'Filters', and 'Forwarding and POP'. The 'Forwarding' section has two radio buttons: 'Disable forwarding' (unselected) and 'Forward a copy of incoming mail to email address and keep Hofstra University's copy in the Inbox' (selected). A tip below states: 'Tip: You can also forward only some of your mail by creating a filter!'. The 'POP Download' section has a status '1. Status: POP is disabled' and a 'Learn more' link. Below this is a list of steps: '2. ...' and '3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions'. At the bottom are 'Cancel' and 'Save Changes' buttons. Two red callout boxes are present: one pointing to the 'email address' text field with the text 'Delete the text "email address" and replace text with the new forwarding email address.', and another pointing to the drop-down menu in step 2 with the text 'Click on the drop down menu to view additional settings.'

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Compose Mail

Inbox (1)

Starred

Chats

Sent Mail

Drafts

All Mail

Spam (2)

Trash

Contacts

Bob Student

Search, add, or invite

Labels

Edit labels

Settings

General Accounts Labels Filters Forwarding and POP

Forwarding:

☐ Disable forwarding

☒ Forward a copy of incoming mail to email address and keep Hofstra University'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

2. ...

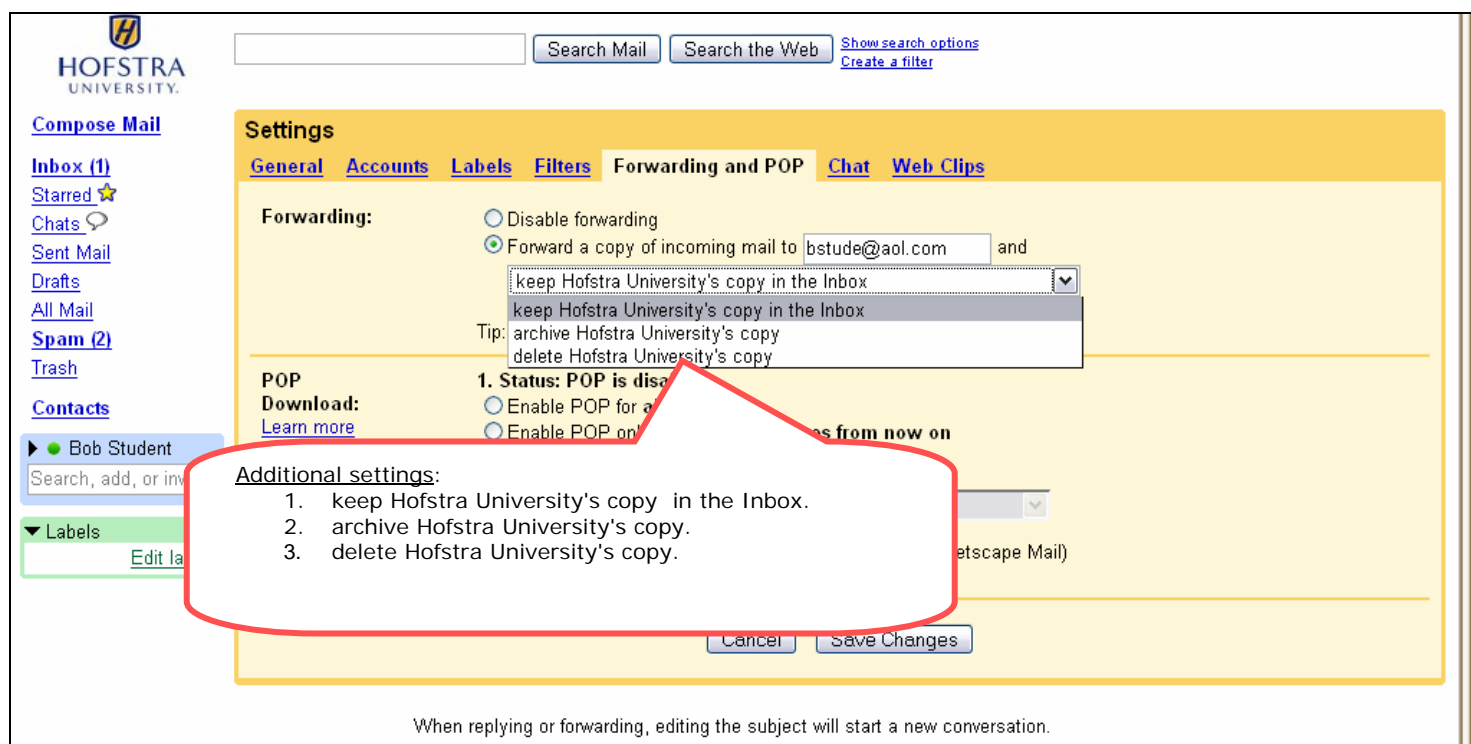
3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions

Cancel Save Changes

When replying or forwarding, editing the subject will start a new conversation.

Hofstra Gmail Forwarding and POP screen


5. Delete the default text "**email address**".
6. Replace text with the email address where you would like your email automatically forwarded to.
7. Click on the drop down menu to view additional options.





Hofstra Gmail Forwarding and POP screen

8. Additional settings:

- a. **"keep Hofstra University's copy in the Inbox"** will keep a copy of the email in your Gmail **Inbox** as well as forward the message.
- b. **"archive Hofstra University's copy"** will move the email to your Gmail **All Mail** folder as well as forward the message.
- c. **"delete Hofstra University's copy"** will move the email to your Gmail **Trash** folder as well as forward the message.

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Forwarding:

☐ 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:
☐ Enable
☐ Enable

2. When mail is downloaded:
 ▼

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

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

When replying or forwarding, editing the subject will start a new conversation.

Hofstra Gmail Forwarding and POP screen

9. Click the Save Changes button to save your new settings.