INSTRUCTIONS

for forwarding emails to another mailbox

Opening mail

- Launch a web browser and log in to the mail service you want to forward emails from.
- Enter your mailbox username and password.

Go to settings

• Find the icon or the "Settings" button in the mail interface.

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• Непрочитанные
📕 С флагом
С вложениями
+ Новая папка
13 Настройки
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• Select "All Settings".

Внешний вид	
Умная сортировка	
Отписаться от рассылок	
Разобрать почту	
Работа в браузере	
Язык: Русский 💼	
Помощь	\rightarrow
Все настройки	\rightarrow

Setting up Filters

• Go to the "Filters" or "Email Processing Rules" section.

Главная	
Общие	
Фильтры	
Папки	
Почта с других ящиков	
Анонимайзер	
Управление рассылкам	ии
Детская почта	
Лог действий	
Аккаунт	→
Безопасность	→
Помощь	→

• Find the "Add Forwarding" button and click it.

Правила ф	ильтрации
Добавить фильтр	Добавить пересылку
У вас пока нет фильтро	ов и пересылок

Entering the forwarding address

- In the window that opens, enter the email address to which you want to forward emails.
- Confirm the action by clicking "Save".



Confirmation of shipment

- Enter the password for the current mailbox.
- Enter the confirmation code from the SMS that will be sent to your phone.

Завершение настройки

- Click the "Send" or "Confirm" button.
- After that, forwarding will be activated and emails will start arriving at the specified address.

How to enable automatic forwarding

- 1. Open Gmail on your computer.
- 2. Log in to the account from which you want to forward emails.
- 3. In the upper-right corner, click on the Settings icon \Rightarrow All settings.

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	ŵ		RogerHelen 3	Q1 project wrap-up - Here's a list of al	the top ch	allenges	and fi	ndings.	Surp	P	Nov 11	1
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4. Open the Forwarding and POP/IMAP or Forwarding tab.

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Learn more	Tip: You can also forward only some of yo	ur mail by cre	ating a	filterl					0			
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Learn more	 Enable POP for all mail (even mail that's already been down 						wnloaded)					
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	3. Configure your email client (e.g. Outloo	k, Eudora, Net	tscape	Mail)					2			
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5. In the "Forwarding" section, click Add Forwarding address.

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	✓ More	IMAP access: Status: IMAP is enabled (scoss Cmail from other Packet add)	

6. Enter the address to which you want to forward the emails.

7. Click **Next** > **Continue** > **OK**.

• An email with a confirmation link will be sent to the specified address.

8. Open the account to which the emails will be forwarded, find the email with the link and click it.

9. Go back to the Settings page in Gmail.

10. Refresh the page in the browser.

11. Open the Forwarding and POP/IMAP or Forwarding tab.

12. In the "Forwarding" item, select **Forward a copy of the incoming message to the address**.

13. Specify what to do with the copies of the emails in the mailbox from which they are being forwarded.

• The recommended option is to save a copy of the email in your Gmail inbox.

14. Click **Save Changes** at the bottom of the page.