



**ADDING**

**A**

**FORWARDING  
EMAIL  
ADDRESS**



**TO  
YOUR**

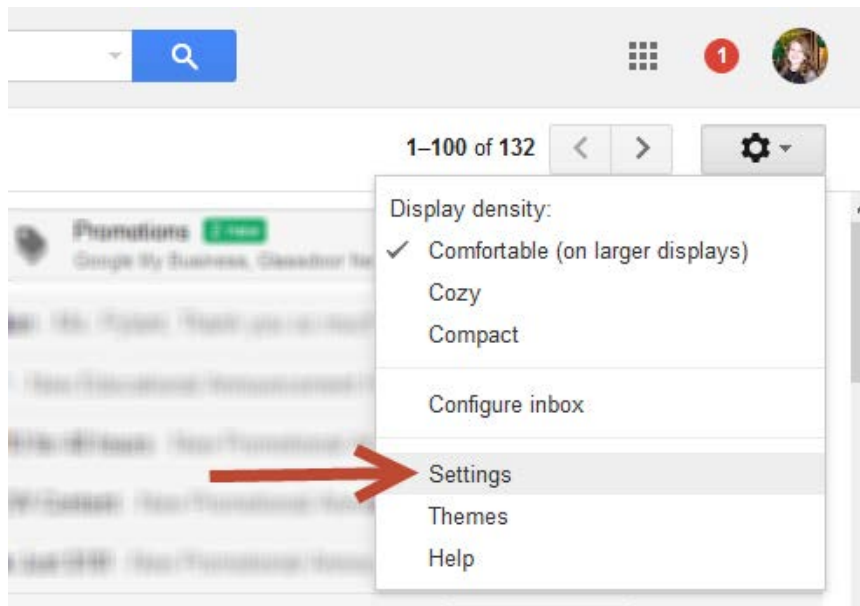
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**GMAIL ACCOUNT**

## Adding a Forwarding Email Address to Your Gmail Account

Before setting the Forwarding feature up in Gmail, be sure that you have set up a forwarding email in your current email program or through your email host.

1. Open Gmail and click on **Settings**



2. Select **Accounts and Import** from the Tabs and then click on **Add another email address**. Also select how you would like to reply to incoming messages. If you would like to reply from your current gmail account, select the **Always reply from default address** option. If you would like for it to look like it is coming from your email forward account, select the **Reply from the same address the message was sent to** option.

### Settings

A screenshot of the Gmail 'Settings' page. The 'Accounts and Import' tab is selected and circled in red. The page is divided into several sections:

- Change account settings:** Includes links for 'Change password', 'Change password recovery options', and 'Other Google Account settings'.
- Import mail and contacts:** Includes the text 'Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.' and a link for 'Import mail and contacts'.
- Send mail as:** Includes the text '(Use Gmail to send from your other email addresses)'. Below this, there is a yellow button labeled 'Add another email address'.
- When replying to a message:** Includes two radio button options: 'Reply from the same address the message was sent to' and 'Always reply from default address (currently [email address])'. A note below states: '(Note: You can change the address at the time of your reply. Learn more)'. A yellow callout bubble points to this section with the text 'Choose how you want to reply to messages.'
- Check mail from other accounts:** Includes a link for 'Add a mail account'.

3. Select your name as you will want it to appear when you email along with the new email address you are adding to your account. Click **Next Step** to continue.

**Add another email address you own**

Enter information about your other email address.  
(your name and email address will be shown on mail you send)

Name:  ← ← ←

Email address:  ← ← ←

Treat as an alias. [Learn more](#)  
[Specify a different "reply-to" address](#) (optional)

4. Now enter the password for the server account and click **Add Account**. Please note, you should check your host requirements for Port address. Some hosts will have different settings.

**Add another email address you own**

Send mail through your SMTP server

Configure your mail to be sent through emailme.com SMTP servers [Learn more](#)

SMTP Server:  Port:

Username:

Password:

Secured connection using [TLS \(recommended\)](#)  
 Secured connection using [SSL](#)

5. Gmail will now send a confirmation email to your forwarded address. Click on the link provided in the email. This completes the verification process.

6. Consider sending a test email to your address to ensure that you entered all settings correctly. To do this, compose a new message in Gmail. Click the "From" drop-down box to select your new forwarded address. If the email does not send, you may have entered a setting incorrectly. Return to the **Accounts and Import** tab to edit settings. If it works, you can now send emails from your forwarded account using this account setting.

