

INSTRUCTIONS

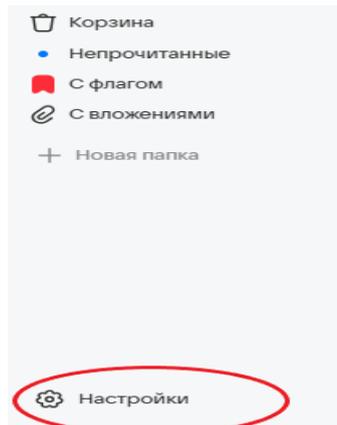
for forwarding emails to another mailbox

Opening mail

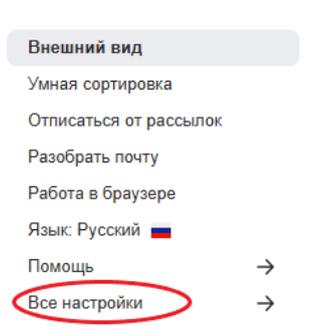
- Launch a web browser and log in to the mail service you want to forward emails from.
- Enter your mailbox username and password.

Go to settings

- Find the icon or the **"Settings"** button in the mail interface.

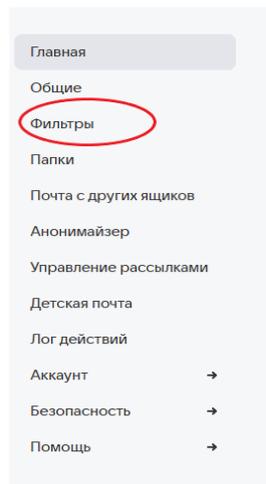


- Select "All Settings".

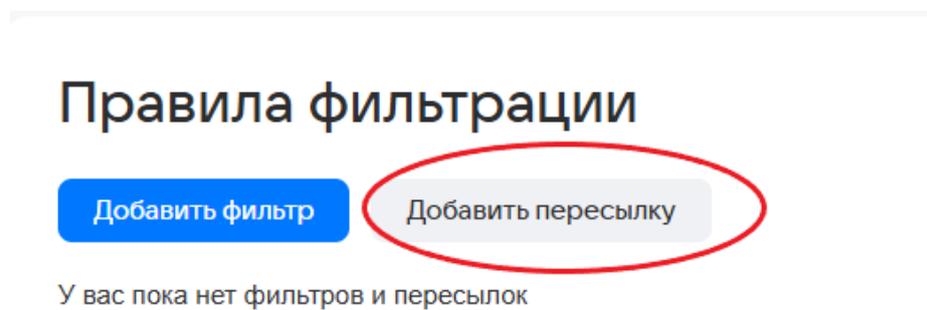


Setting up Filters

- Go to the **"Filters"** or **"Email Processing Rules"** section.

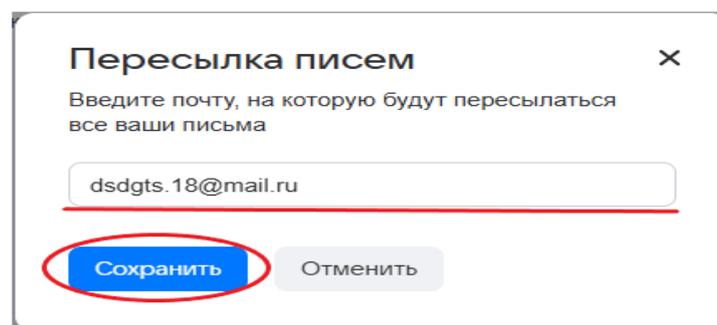


- Find the **"Add Forwarding"** button and click it.



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

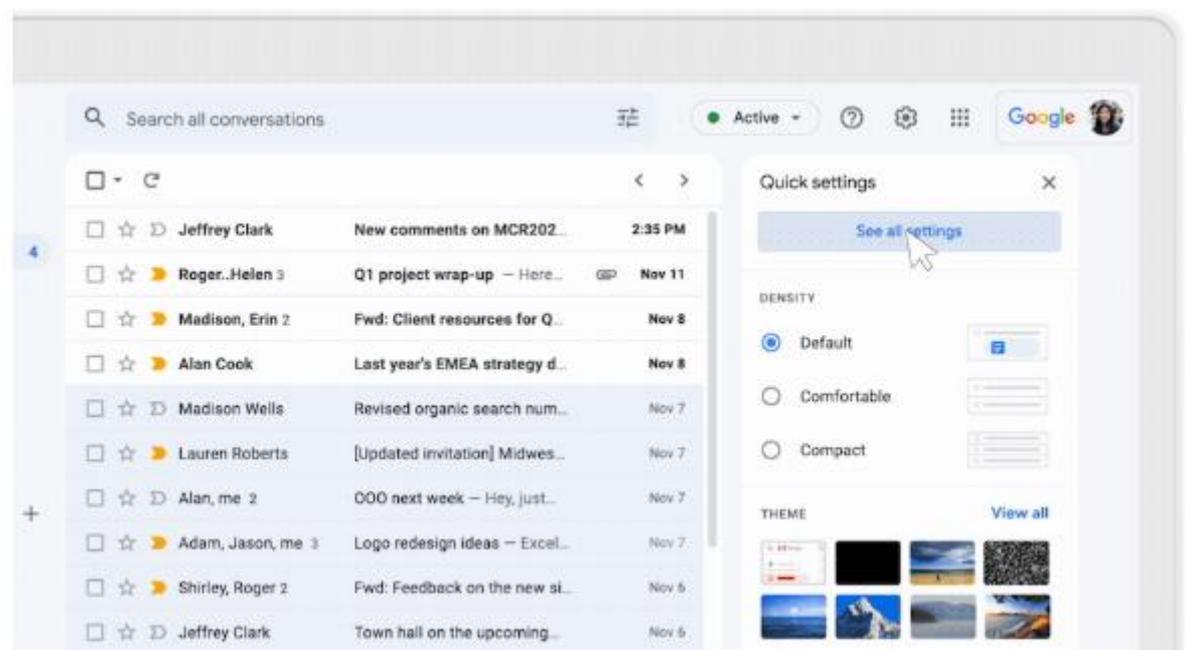
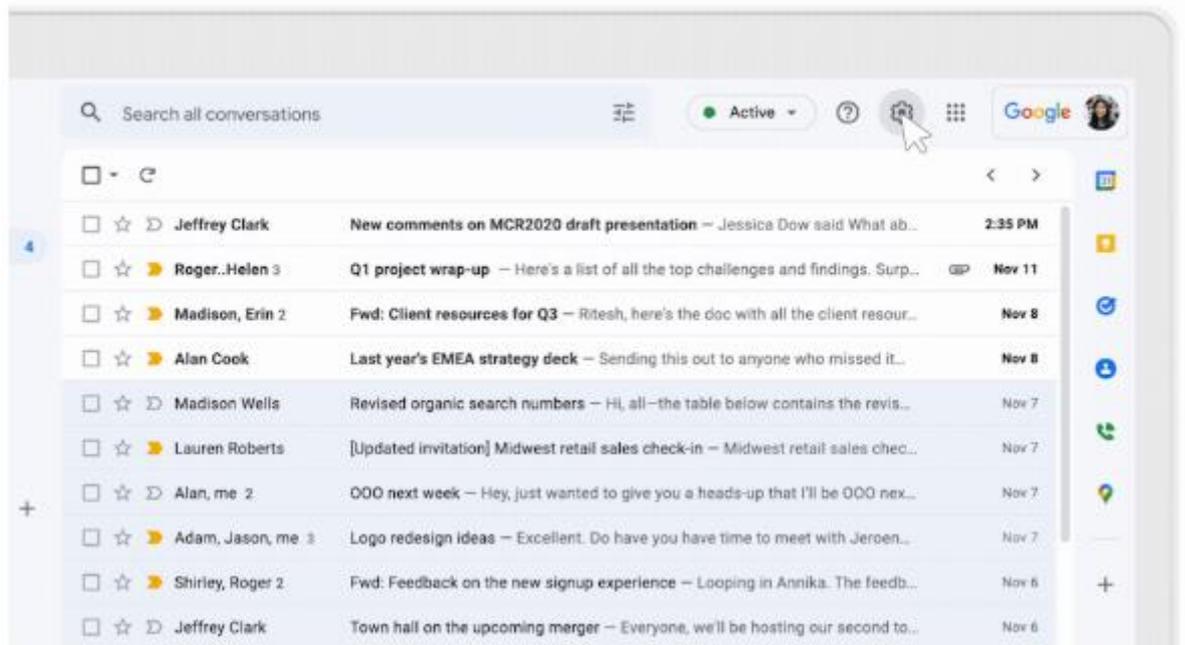
- Enter the password for the current mailbox.
- Enter the confirmation code from the SMS that will be sent to your phone.

Завершение настройки

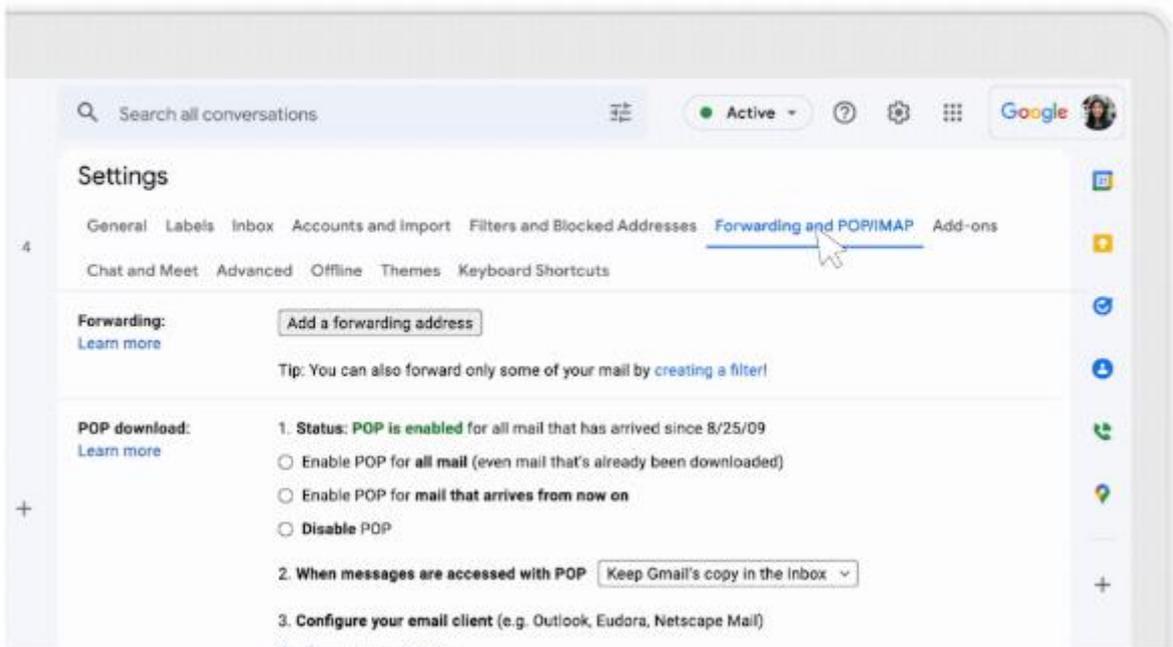
- Click the "**Send**" or "**Confirm**" button.
- After that, forwarding will be activated and emails will start arriving at the specified address.

How to enable automatic forwarding

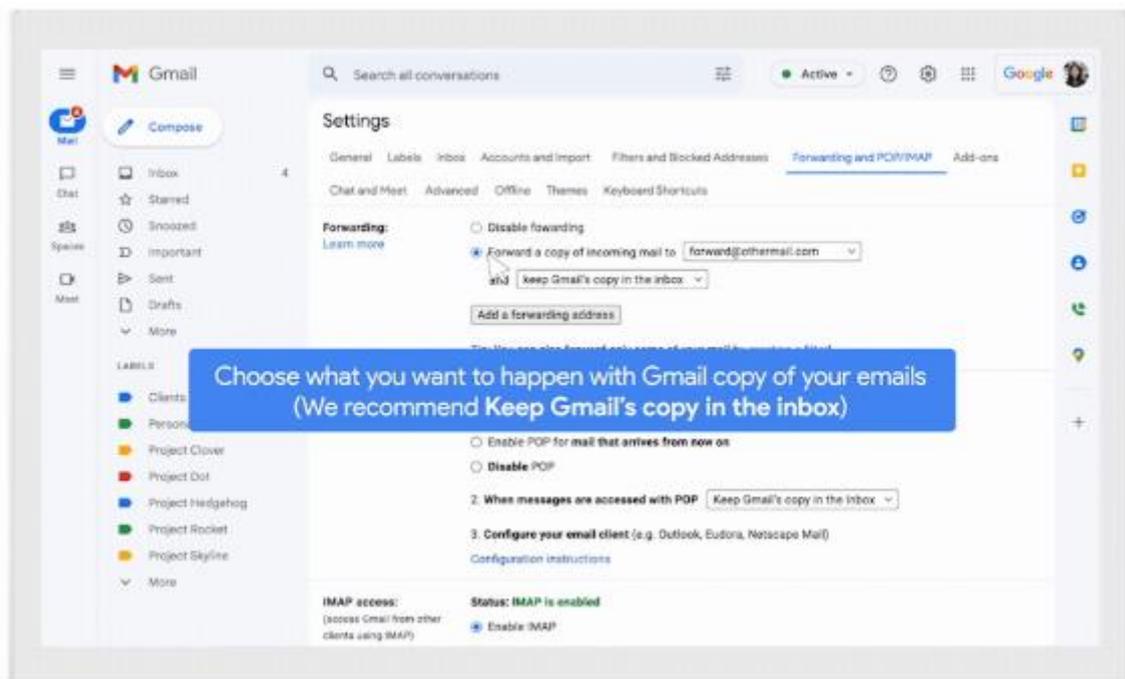
1. Open Gmail on your computer.
2. Log in to the account from which you want to forward emails.
3. In the upper-right corner, click on the Settings icon  > **All settings**.



4. Open the **Forwarding and POP/IMAP** or **Forwarding** tab.



5. In the "Forwarding" section, click **Add Forwarding address**.



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.