Instructions for Forwarding Emails From Your Gmail Account

1. Open the Gmail account that you want to forward from.
2. At the top right of the screen, click the gear symbol.
3. Select (click on) Settings.
4. Select the Forwarding and POP/IMAP tab.
5. Click Add a forwarding address in the “Forwarding” section.
6. Enter the email address you want to forward to, click Next.
7. Click Proceed.
8. A confirmation email with a code will be sent to your AOL account. Click OK.
9. Enter the confirmation code that you obtained from your AOL email and click Verify.