

# How to Forward Emails to a New Email Address

**This article will show how to forward emails to a new email address in Gmail.**

1. Click the gear in the upper right hand corner.

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2. Select "See all settings".

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3. Select the "Forwarding and POP/IMAP" tab.

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4. Click "Add a forwarding address".

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5. Enter your new email address and click "Next".

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