

Gmail: Turn on automatic forwarding

1. <https://support.google.com/mail/answer/56256?hl=en>
2. Create new gmail account
3. On your computer, open **Gmail** using the account that you want to forward messages from. You can only forward messages for a single Gmail address, not for an email group or alias.
4. In the top right, click Settings .
5. Click Settings.
6. Click on the Forwarding and POP/IMAP tab.
7. In the "Forwarding" section, click Add a forwarding address.
8. Enter the email address that you want to forward messages to.
9. Click Next > Proceed > OK.
10. A verification message will be sent to that address. Click the verification link in that message.
11. Go back to the settings page for the Gmail account that you want to forward messages from and refresh your browser.
12. Click on the Forwarding and POP/IMAP tab.
13. In the 'Forwarding' section, select Forward a copy of incoming emails to.
14. Choose what you want to happen with the Gmail copy of your emails. We recommend that you Keep Gmail's copy in the Inbox.
15. At the bottom of the page, click Save Changes.

Hotmail: Turn on Automatic forwarding

1. To Create a new email account go to <https://www.outlook.com/> in your web browser.
2. Click Create account. It's a link in the top-right side of the page.
3. Create your email address. ...
4. Enter a password. ...
5. Uncheck the "Send me promotional emails from Microsoft" box. ...
6. Click Next. ...
7. Enter your first and last name. ...
8. Click Next. ...
9. Follow the prompts to finish setting up the new account.
10. Once the account is created and you've logged in, click on the cogwheel in the upper right hand corner, and search "forwarding"
11. Check off "enable forwarding" enter your primary email address, follow the prompts from there.

