



Note: When your new messages are forwarded, messages from spam won't be included.

Turn on automatic forwarding

1. On your computer, open [Ace Mail](#) using the account you want to forward messages from. You can only forward messages for a single Gmail address, and not an email group or alias.
2. In the top right, click Settings .
3. Click **Settings**.
4. Click the **Forwarding and POP/IMAP** tab.
5. In the "Forwarding" section, click **Add a forwarding address**.
6. Enter the email address you want to forward messages to.
7. Click **Next** > **Proceed** > **OK**.
8. A verification message will be sent to that address. Click the verification link in that message.
9. Go back to the settings page for the Gmail account you want to forward messages from, and refresh your browser.
10. Select **Forward a copy of incoming mail to**.
11. Choose what you want to happen with the Gmail copy of your emails. We recommend Keep Gmail's copy in the Inbox.
12. At the bottom of the page, click **Save Changes**.

Turn off automatic forwarding

1. On your computer, open [Ace Mail](#) using the account you want to stop forwarding messages from.
2. In the top right, click Settings .
3. Click **Settings**.
4. Click the **Forwarding and POP/IMAP** tab.
5. In the "Forwarding" section, click **Disable forwarding**.
6. At the bottom, click **Save Changes**.