## Steps for email forwarding

Navigate to settings icon > click "See all settings".

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• Go to "Forwarding and POP/IMAP" tab, make settings as displayed below and click "Save Changes".

Settings	
General Labels Inbox Accou	Ints Filters and blocked addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes
Forwarding: Learn more	<ul> <li>Disable forwarding</li> <li>Forward a copy of incoming mail to the forward in use)</li> <li>Add a forwarding address</li> <li>Tip: You can also forward only some of your mail by creating a filter!</li> </ul>
POP download: Learn more	1. Status: POP is disabled C Enable POP for all mail Enable POP for mail that arrives from now on 2. When messages are accessed with POP keep Indian Institute of Technology (BHU) Varanasi, India Mail's copy in the Inbox Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions
IMAP access: (access Indian Institute of Technology (BHU) Varanasi, India Mail from other clients using IMAP) Learn more	When I mark a message in IMAP as deleted: <ul> <li>Auto-Expunge on - Immediately update the server. (default)</li> <li>Auto-Expunge off - Wait for the client to update the server.</li> </ul> When a message is marked as deleted and expunged from the last visible IMAP folder:                Archive the message (default)                 Move the message to the Bin                 Immediately delete the message forever                 Folder size limits                 Do not limit the number of messages in an IMAP folder (default)                 Limit IMAP folders to contain no more than this many messages 1,000                 Configure your email client (e.g. Outlook, Thunderbird, iPhone)                 Configure to instructione
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