

## 1. 设置要转发到的邮箱 注意以下选项

Settings

General Labels Inbox Accounts and Import **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline Themes

**Forwarding:**  
[Learn more](#)

☐ Disable forwarding  
☒ Forward a copy of incoming mail to georgeindover@gmail.com (in use) and keep Gmail's copy in the Inbox

[Add a forwarding address](#)

Tip: You can also forward only some of your mail by [creating a filter!](#)

**POP download:**  
[Learn more](#)

1. Status: POP is disabled  
☐ Enable POP for all mail  
☐ Enable POP for mail that arrives from now on

2. When messages are accessed with POP: keep Gmail's copy in the Inbox

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)  
[Configuration instructions](#)

**IMAP access:**  
(access Gmail from other clients using IMAP)  
[Learn more](#)

Status: IMAP is disabled  
☐ Enable IMAP  
☒ Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)  
[Configuration instructions](#)

[Save Changes](#) [Cancel](#)

## 2. 设置来源邮箱和标题过滤条件，就在刚才叶签的左边。 设置好了可以点一下search，看看哪些邮件被选出来，这样邮件就是以后要转发的。 点continue，创建好filter。

from:(lifeoug@gmail.com) ORDER UPDATE

From lifeoug@gmail.com

To

Subject

Includes the words ORDER UPDATE

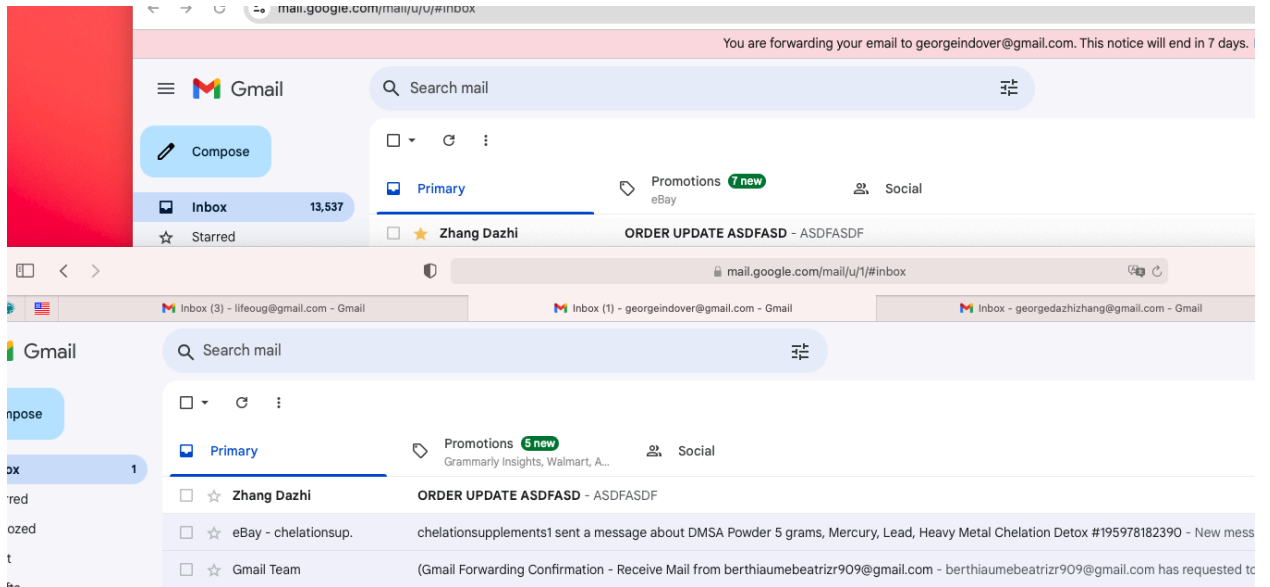
Doesn't have

Size greater than MB

☐ Has attachment ☐ Don't include chats

[Continue](#) [Search](#)

## 3. 发一下试一下，可以看到下图有收到的邮件和转发的邮件



#### 4. 停止转发

第一副图那里要转发到的邮件上选disable forwarding, 然后save。  
设置好以后再试一下, 可以看到邮件不再被转发了。