When a message is an exact match for your search criteria:

☐ Skip the Inbox (Archive it)

☐ Mark as read

☐ Star it

☐ Apply the label: Choose label... ▾

☑ Forward it to: Choose an address... ▾   **Add forwarding address**

☐ Delete it

☐ Never send it to Spam

☐ Always mark it as important

☐ Never mark it as important

☐ Categorize as: Choose category... ▾

☐ Also apply filter to matching conversations.

Note: old mail will not be forwarded

? Learn more   **Create filter**

Settings

General   Labels   Inbox   Accounts   Filters and Blocked Addresses   Forwarding   Add-on

Forwarding:
Learn more

○ Disable forwarding
● Forward a copy of incoming mail to

Add a forwarding address

Tip: You can also forward only some of

Add a forwarding address   ✕

Please enter a new forwarding email address:

Cancel   **Next**

○ Disable forwarding
● Forward a copy of incoming mail to sarah.schuck@rosalindfranklin.edu (in use by a filter) ⌄ and keep Rosalind Franklin University Mail's copy in the Inbox ⌄

[Add a forwarding address]

Tip: You can also forward only some of your mail by creating a filter!

[Save Changes] [Cancel]