

Email Tricks: Forwarding & Syncing Email Accounts

- Forwarding will allow mail from two different email accounts to be in one account, but does not allow you to reply via the other email account (e.g. all Hotmail emails will appear in your Gmail account)
- Syncing will allow for all mail to be in one account AND for you to reply to an email from the other account (e.g. all Hotmail emails will appear in your Gmail account AND you can reply to a Hotmail email when logged into your Gmail account)

How to forward incoming emails from your Gmail account to another email:

<https://www.youtube.com/watch?v=sgnzBJu1KvM>

- For newer versions of Gmail, “Settings” can be found after clicking the “gear-wheel” icon at the top right-hand corner of main email screen & then clicking on “see all settings”

How to forward incoming emails from your Outlook/Hotmail account to another email:

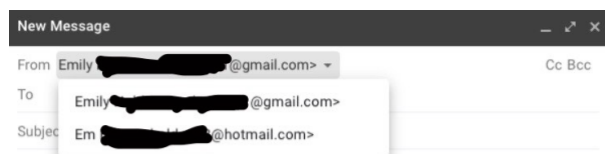
<https://www.youtube.com/watch?v=L6o85gdoEbs>

- Only listen up to 1:00 of the video, the information after is not applicable to forwarding emails

How to sync a Hotmail/Outlook email account to a Gmail account:

<https://www.youtube.com/watch?v=vDCuZYAIHVQ>

- To reply to a Hotmail email from your Gmail account use the pull-down arrow in “from” area & select the email you wish your message to be from, as shown in the picture below



How to sync a Gmail account to a Hotmail/outlook email account:

<https://www.youtube.com/watch?v=wYqlaMJxgPQ&t=8s>

- If you want to use your Hotmail account primarily
- More complicated than using Gmail as your primary account
- For newer versions of Outlook/Hotmail, the “sign-in & security” step in the video can be found in the left-hand margin under the “security” tab
- ****to sync Gmail to Hotmail/Outlook you have allow access to less secure apps, which may make your Gmail account more vulnerable, so it’s up to you if you want to use Hotmail/Outlook as your primary account**