

Creating and Routing Your New Address

- Create a "forwarder" email address or an email address that you can then forward to a gmail address
- In gmail send a message to your new email address to test if it is being forwarded correctly
- Go to "Settings" - "Filters" - "Create a new filter" OR click on the drop down in the search area of gmail after you're in the "Filter" tab
- Enter your new address in the "To" box
- Click on "Create filter with this search" in bottom right
- Choose "Skip the inbox"
- Choose "Apply the label" and choose label to apply (or create a new label if necessary)
- Send another email to your new address and see if it skips the inbox and is labeled appropriately

Send Mail As Your New Address

- In Gmail go to "Settings"
- "Accounts" tab
- Under "Send Mail As" section find "Add another email address you own"
- Enter the minimal amount of information (don't do the advanced setup)
- When you go to compose a new message in Gmail you should see your new address as an option in the drop down menu of addresses in your account

Example:

