Sending a message using Microsoft Outlook is not limited to Outlook users only. In fact, you can exchange or auto-forward multiple emails from <u>Microsoft Outlook</u> to Gmail in just a few simple steps.

How to Forward Emails from Microsoft Outlook to Gmail

If you both have MS Outlook and <u>Google Mail</u> accounts, set up your message inbox to automatic forwarding wherein your messages would redirect to your other email account. You surely won't miss any important mail from either Outlook or Gmail account after you do these steps:

• Step 1: Access Outlook's Settings

Head to the official <u>Outlook website</u> and <u>sign in to Microsoft Outlook</u>. Expect to provide your <u>Microsoft Office</u> account details to log in and access Outlook. Once you are signed in, select "Settings" or the gear icon on the home page. Then, click "View all Outlook settings."

Note

Don't have a Microsoft account yet? <u>Sign up for Microsoft</u> first until you can use Outlook and other Office programs such as <u>Microsoft Excel</u>, PowerPoint, Word, Access, and many more.

• Step 2: Enable Forwarding

Under Outlook's settings, go to "Mail" and select "Forwarding." So that you can auto-forward emails to another account, mark the checkbox beside "Enable forwarding." And the next time you might change your mind about forwarding emails to another account, simply uncheck that box.

• Step 3: Type Your Gmail Address

There is a text box below "Enable forwarding" and that is the space where you type your Gmail address. So once forwarding is enabled, it is through that email address that you get such messages. Be sure the Gmail address you inputted is legally yours to prevent getting wrong. You can also check the box beside "Keep a copy of forwarded messages" to store your own copies of emails in your Outlook account. Finally, click "Save" to apply the changes.

• Step 4: Forward from Outlook to Gmail with Message Rules
Another option is to set message rules for emails from Outlook to Gmail. Go back
to Outlook's "Settings," "View all Outlook settings," and "Mail." But this time,
click "Rules" followed by "Add a new rule."

• Step 5: Complete the Rule Setup

Go to "Add an action" and choose "Forward to" from the dropdown arrow. From there, input your Gmail address and click "Save." For more options, you may also add an exception or make an condition. From now on, your Outlook emails will be redirected to Google Mail in no time.

FAQs

Can I forward Outlook emails to another email address?

Yes, you can; you can forward emails to any other email address besides Outlook and Gmail addresses.

Can you export emails from Office 365?

Yes, you can export emails from MS 365 such as exporting an Office 365 mail to .pst file.

How do I sync Outlook with Gmail?

Sign in to your Outlook account, click "File," "Account Settings," "New," "Email Account," "Next," "POP or IMAP," "Next," fill out the "Add Account text box with what's asked, select "More Settings," "Outgoing Server," "My Outgoing Server (SMTP) requires authentication," "Use the same settings as my inbound mail server," "Advanced," input the Incoming and Outgoing Server field, go to "Next," close the window, and tap "Finish."