

1. Select the *General* in the settings of bimsa mailbox. Pull down to *Auto Forward*.

Auto Forward

Close
 Enable

Auto Forward To:

For messages that have been automatically forwarded, ▾

2. Click *Enable* and a pop-up window will appear, which needs to be verified by using WeChat scan code.



3. Enter your gmail email address.

Auto Forward

Close
 Enable

Auto Forward To:

For messages that have been automatically forwarded,

Auto Reply during Leave

- The source is left in the mailbox as it is.
- The source is auto marked as read.
- The source is deleted from the original mailbox.

4. Gmail mailbox will receive an email as shown below. Click *Accept the forward request* to complete the automatic forwarding setting.

Dear friends:

Hello, Tencent Enterprise Mailbox User [z\[*****\]g@bimsa.cn](#) Mailbox is set to forward mail to your mailbox. To avoid harassment caused by unfriendly reposts, This setting requires your permission to take effect.

If you allow this forwarding setting, Please click the link below:

[Accept the forward request](#)