# Google Workspace

- [Redirect Email](#)

Redirect Email

In the case email should be redirected from the original recipient to another mailbox, you can use redirect rules. This is useful if email should be delivered to multiple recipients or, for offboarding, a departed employee's email should be redirected to their successor.

In the Google Workspace Admin Center go to [Apps > Google Workspace > Gmail > Routing](#).
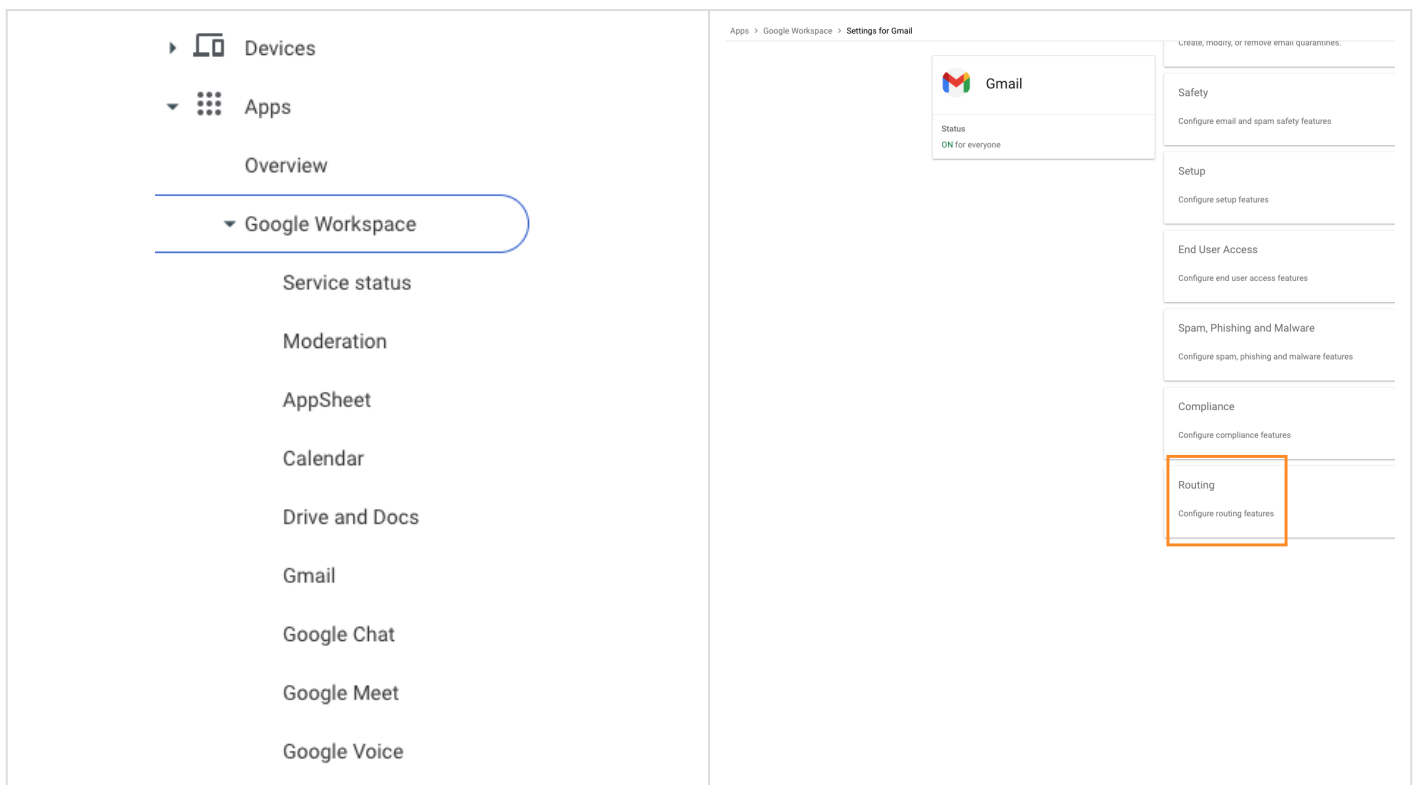
In Gmail Routing, scroll down to **Email forwarding using recipient address map** and click **Configure**.

Click **Add** to create an address map.

Enter the recipient address and the address to which the mail should be forwarded. Repeat for each address map.

Click **Save**.

Edit setting

Email forwarding using recipient address map   Learn more

Offboarding Redirects

1. To forward emails, map original recipient to new recipient

🔍 Search address

Address	Map to address
recipient@example.com	redirect@example.com

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BULK ADD   ADD

2. Messages to affect

🔘 All incoming messages

⭕ Only external incoming messages

3. Routing options

☐ Also route to original destination

4. Options

☐ Add X-Gm-Original-To header

CANCEL   SAVE