

Ready Freddy Email Forwarding Setup Guide

This guide walks you through forwarding incoming customer email from your existing mailbox (Gmail, Outlook, GoDaddy) into your Ready Freddy dashboard so every inquiry files automatically into your lead pipeline.

STEP 1 Get your custom inbound CRM address

1. Sign in to your Ready Freddy dashboard.
2. Open the Global Mailroom tab.
3. At the top of that panel you will see your unique inbound CRM address displayed in a copyable pill.
4. Click the "Copy Address" button next to it.

Use whatever address is shown there exactly as-is the dashboard is the authoritative source for your inbound domain. (Do not retype the address from this guide; the live dashboard may show a custom inbound domain configured for your account.)

STEP 2A Gmail forwarding setup

1. Open Gmail Settings (gear icon) See all settings.
2. Click the "Forwarding and POP/IMAP" tab.
3. Click "Add a forwarding address" and paste your CRM address.
4. Gmail sends a confirmation code to that address. Open the Global Mailroom in Ready Freddy, copy the code from the verification email that arrives, and paste it back into Gmail.
5. Choose "Forward a copy of incoming mail to ..." and save.

STEP 2B Outlook / Microsoft 365

1. Open Outlook on the web Settings Mail Forwarding.
2. Enable "Start forwarding" and paste your CRM address.
3. Tick "Keep a copy of forwarded messages" so nothing disappears from your existing inbox, then click Save.

STEP 2C GoDaddy Webmail / Workspace

1. Sign in to the GoDaddy Email & Office Dashboard.
2. Select the mailbox you want to forward Edit Forwarding.
3. Add your CRM address as a forwarding destination and save.

STEP 3 Verify it works

Send a test email from any outside account to your normal business address. Within ~30 seconds it should appear in the Global Mailroom tab of your Ready Freddy dashboard.

Need help? support@readyfreddy.com