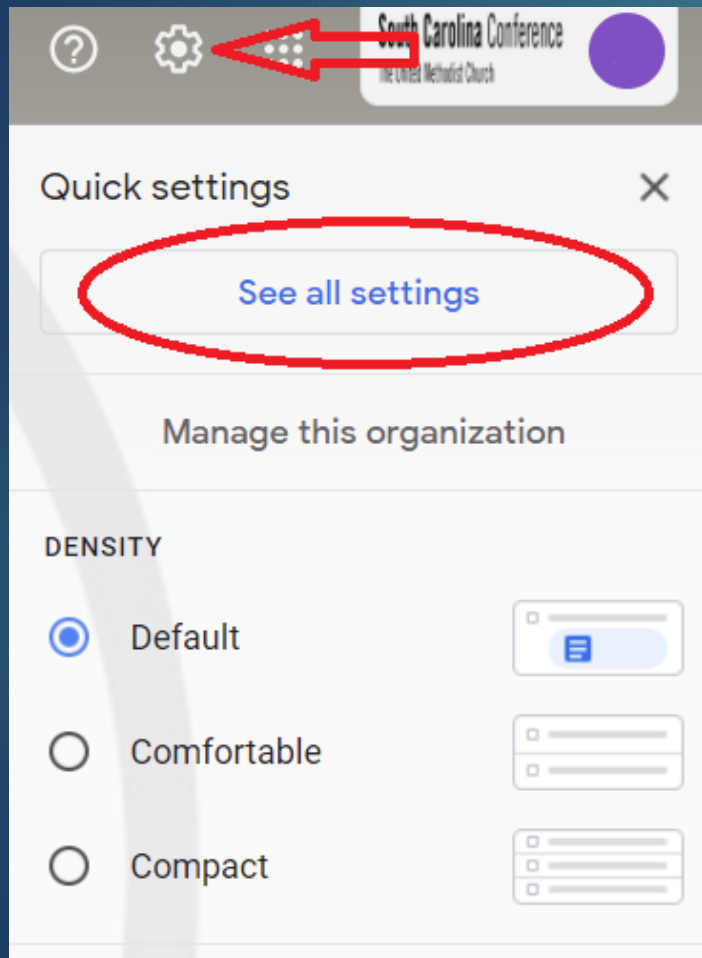




# HOW TO FORWARD YOUR CONFERENCE EMAIL



Once you have logged in to your Conference email (see the Email login tutorial), look for the gear shaped icon near the upper right hand corner, click on it and the settings box will appear below it.

Then click on “See all settings”.



Make sure the “Forwarding and POP/IMAP” tab is selected.  
Click on the “Add a forwarding address” button.



Inbox Accounts and Import Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Chat Labs Offline Themes

Add a forwarding address

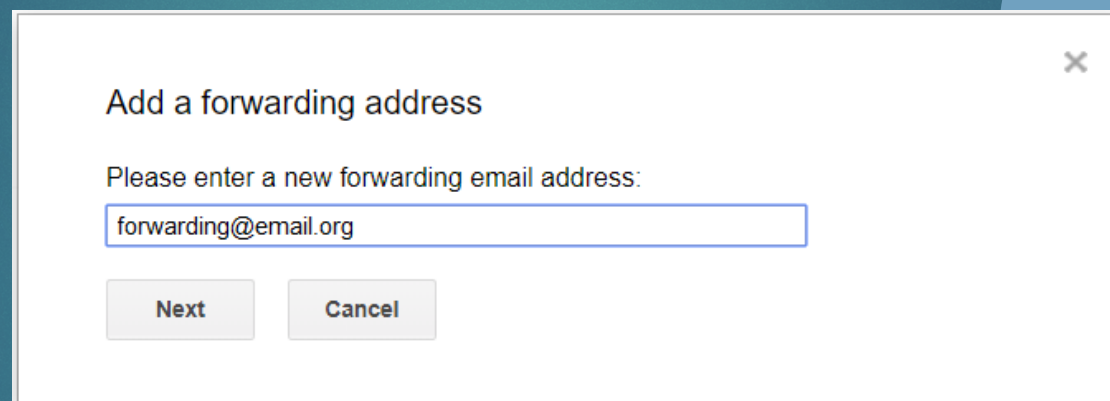
Tip: You can also forward only some of your mail by [creating a filter!](#)

**1. Status:** POP is enabled for all mail that has arrived since 9/26/12

- ☐ Enable POP for **all mail** (even mail that's already been downloaded)
- ☐ Enable POP for **mail that arrives from now on**
- ☐ **Disable** POP

**2. When messages are accessed with POP** keep SC Conference The United Methodist Church Mail's copy in the Inbox

Type in the email address you want to forward to.  
Click “Next”.



✕

Add a forwarding address

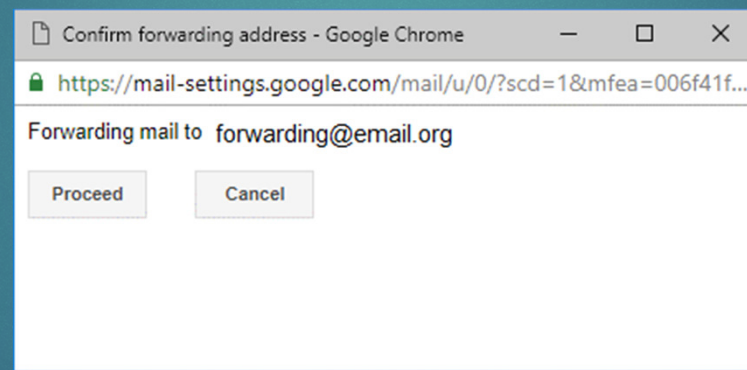
Please enter a new forwarding email address:

forwarding@email.org

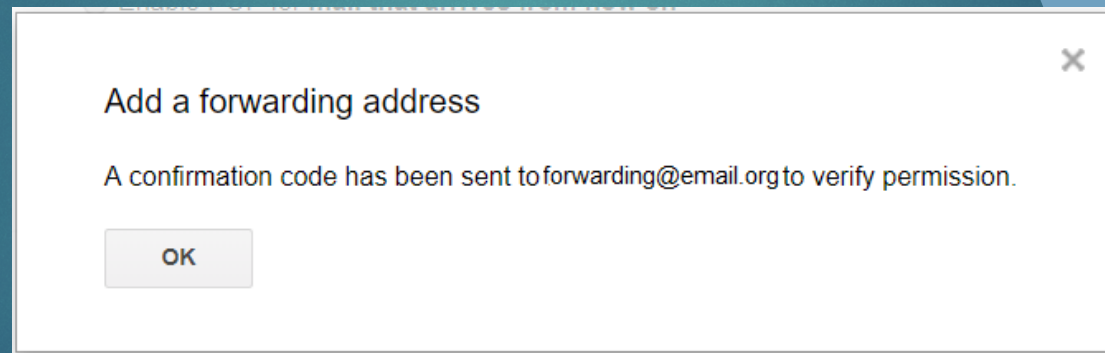
Next Cancel



Check to see if the “forwarding mail to” address is spelled correctly and is the one you want to use to forward to.  
Click “Proceed”.

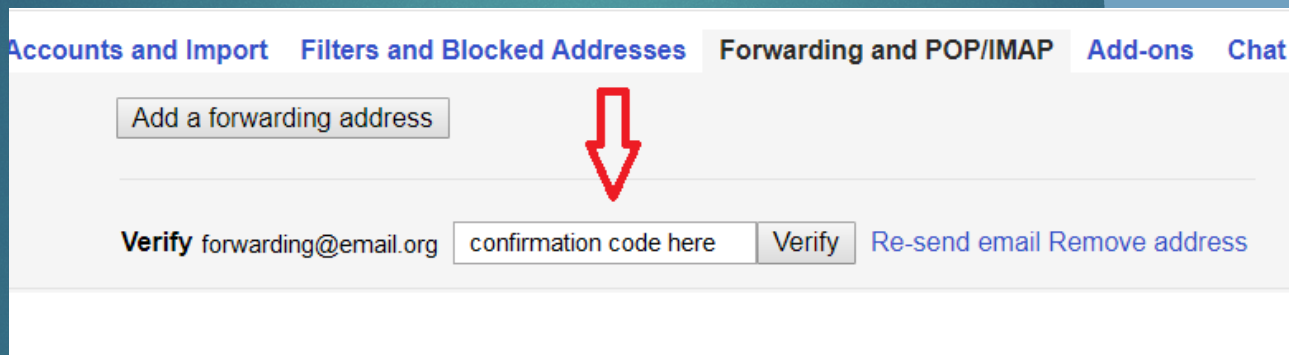


A confirmation code has been sent to the “forwarding to” email address.  
You will need to go to that email account and open the email with the confirmation code and copy it. Do not close the current page. Once you have copied the confirmation code come back to the Conference email account and click “OK”.





Paste the confirmation code in the space and click “Verify”.



The screenshot shows the 'Forwarding and POP/IMAP' settings page. At the top, there are tabs for 'Accounts and Import', 'Filters and Blocked Addresses', 'Forwarding and POP/IMAP' (which is selected), 'Add-ons', and 'Chat'. Below the tabs, there is a section for adding a forwarding address. It starts with a button labeled 'Add a forwarding address'. Below this button is a horizontal line. Under the line, the word 'Verify' is followed by the email address 'forwarding@email.org'. To the right of the email address is a text input field containing the placeholder text 'confirmation code here'. To the right of the input field is a button labeled 'Verify'. Further to the right are two links: 'Re-send email' and 'Remove address'. A large red arrow points down from the 'Add a forwarding address' button to the 'Verify' button.

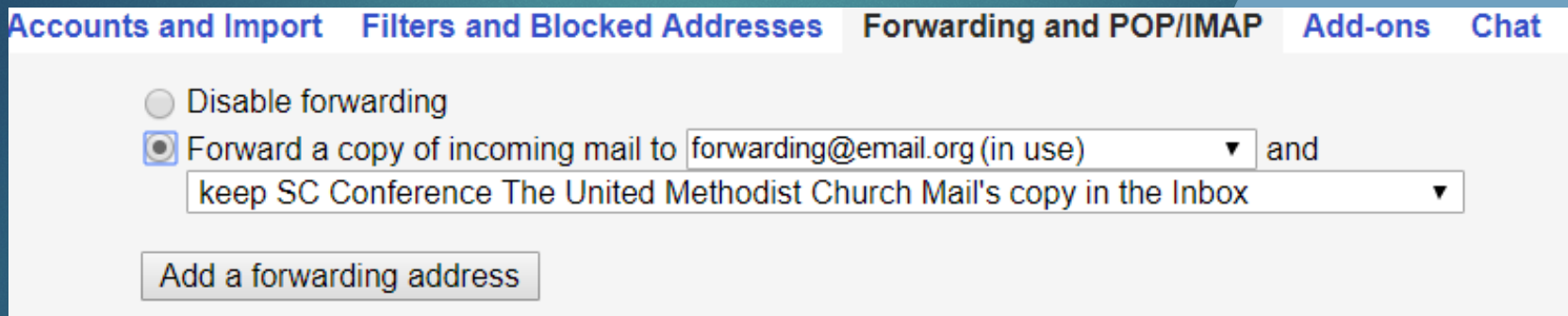
Accounts and Import   Filters and Blocked Addresses   **Forwarding and POP/IMAP**   Add-ons   Chat

Add a forwarding address

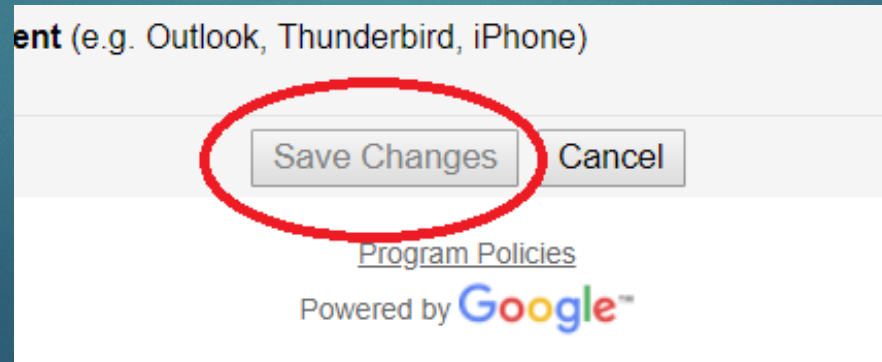
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**Verify** forwarding@email.org   confirmation code here   **Verify**   Re-send email   Remove address

Make sure “Disable forwarding” is not selected. You want the “Forward a copy...” choice selected. The text box should display as shown. Note that you are keeping the Conference copy in the Inbox. Make sure you save the changes before you log out of your account.



The screenshot shows the 'Forwarding and POP/IMAP' settings page. At the top, there are tabs for 'Accounts and Import', 'Filters and Blocked Addresses', 'Forwarding and POP/IMAP' (which is selected), 'Add-ons', and 'Chat'. Under the 'Forwarding and POP/IMAP' tab, there are two radio button options: 'Disable forwarding' (which is unselected) and 'Forward a copy of incoming mail to' (which is selected). The 'Forward a copy of incoming mail to' option has a dropdown menu showing 'forwarding@email.org (in use)' and a button 'Add a forwarding address'. Below this, there is a text box with the text 'keep SC Conference The United Methodist Church Mail's copy in the Inbox' and a dropdown arrow. At the bottom of the settings area, there is a button labeled 'Add a forwarding address'.



The screenshot shows a dialog box with the text 'ent (e.g. Outlook, Thunderbird, iPhone)' at the top. Below this text, there are two buttons: 'Save Changes' and 'Cancel'. The 'Save Changes' button is circled in red. At the bottom of the dialog box, there is a link for 'Program Policies' and the text 'Powered by Google™'.