CREATING A FORWARDING EMAIL ADDRESS

Your background on your Google email account may appear differently than the screen shot images in this presentation.

If you have questions or problems please contact the IT Dept at UMCSC

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Go to the Conference website at www.umcsc.org.
Click on the “Email” link.
Click on the link beside “Migrated Users”.
Enter your username, password and click on “Sign In”.

Welcome to SC Conference The United Methodist Church

Less spam, plenty of space and access from anywhere.

Welcome to your email for SC Conference The United Methodist Church, powered by Google,

- Keep unwanted messages out of your inbox with Google’s powerful spam blocking technologies.
- Keep any message you might need down the road, and then find it fast with Google search.
- Send mail, read new messages and search your archives instantly from your phone.

Download Chrome to get a faster & enhanced Google Apps experience.

Chrome is a secure and stable browser that offers the fastest and most feature-rich experience for email & Calendar.

Deploy Chrome company-wide via the MSI or download Chrome for your personal computer.
Click the down arrow beside the gear shaped icon (see the red arrow).
Choose Settings
Click on the “Forwarding and POP/IMAP” tab.
Click on “Add a forwarding address”.
Enter the forwarding address in the blank and click “Next”
Click on “Proceed”
Click “OK”
A confirmation code will be sent to the email address you used as a forwarding address. Go to that account, record that code, enter it here and click “Verify”.
Make sure the radio button is selected beside the “Forward a copy…” (1st red arrow) and then click “Save Changes” (2nd red arrow).
To REMOVE a forwarding email address, click on the down arrow of the drop down box and choose “Remove...”. You can also choose to disable rather than remove the address.