

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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LOGIN IN TO YOUR CONFERENCE (@umcsc.org) EMAIL ACCOUNT

Go to the Conference website at

www.umcsc.org.


Click on the “Email” link.



Click on the link beside “Migrated Users”.

[Home](#) [News](#) [Email](#) [Calendar](#) [Directories](#) [Offices](#) [Ministries](#) [R](#)

Email



As the conference migrates to a new email system, accounts will be moved in groups. As your email address is moved, you will be notified prior to the migration and afterwards through email. The NEW email system is worth taking a look. Those familiar with gmail will find much very familiar, but a few added bonus. One of which is the 25gb user space (twice that of a personal gmail account). If you are unsure of whether your account has been migrated, simply attempt to login to the Migrated Users link below; if your account exists on the NEW system, you're moved. Your account will continue to exist on the OLD system for some time, but no email will be delivered to that account.

Not Migrated Users	https://mail.umcsc.org/
Migrated Users	http://webmail.umcsc.org
Hints	

Enter your username, password and click on “Sign In”.



Welcome to SC Conference The United Methodist Church

Sign in to your account at
**SC Conference The
United Methodist
Church**

Username @umcsc.org

Password

☐ Stay signed in

[Can't access your account?](#)

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 technology
- 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

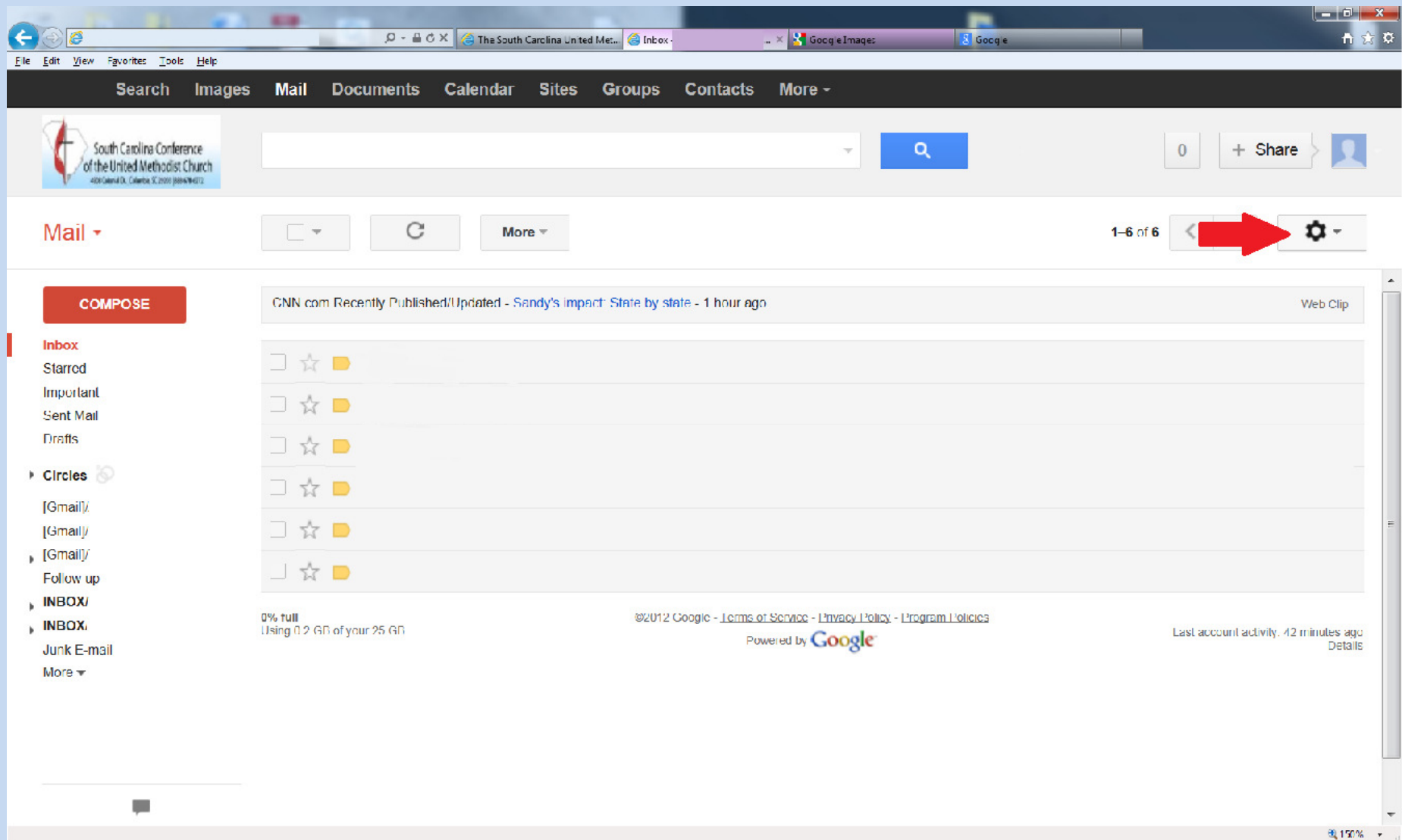


Download Chrome to get a faster & enhanced Google Apps experience

Chrome is a secure and stable browser that offers the fastest and most feature-rich experience for Gmail, Google Docs, Google Calendar & more.

[Deploy Chrome company-wide via the MSI](#) or [download Chrome for your personal use](#)

Click the down arrow beside the gear shaped icon
(see the red arrow).



Choose Settings

The screenshot shows the Gmail web interface in a browser window. The address bar displays the URL <https://mail.google.com/mail/u/0/?shva=1#inbox>. The browser's tab bar includes tabs for 'The South Carolina Unite...', 'Inbox', 'Google Images', 'Google', 'Account details', and 'default'. The Gmail navigation bar at the top features links for Search, Images, Mail, Documents, Calendar, Sites, Groups, Contacts, and More. Below this, a header section includes the South Carolina Conference of the United Methodist Church logo, a search bar, a share button, and a user profile icon. The main content area is titled 'Mail' and shows a list of emails, including a 'Gmail Blog' entry. On the left, a sidebar contains a 'COMPOSE' button and a list of folders: Inbox, Starred, Important, Sent Mail, Drafts, Circles, and INBOX/Work. A red arrow points from the email list area to the settings menu. The settings menu is open, showing options for Display density (Comfortable, Cozy, Compact), Settings, Manage this domain, Themes, Report a bug, and Help. The bottom of the page displays storage usage (0% full), copyright information (©2012 Google), and account activity details.

South Carolina Conference of the United Methodist Church
4000 Calumet Dr., Columbia, SC 29209 (803) 678-4372

Search Images Mail Documents Calendar Sites Groups Contacts More

Mail

COMPOSE

Inbox
Starred
Important
Sent Mail
Drafts

Circles
[Gmail]/
[Gmail]/
[Gmail]/
Follow up
INBOX/
INBOX/Work
Junk E-mail
More

Gmail Blog - Introducing the new compose in Gmail - 1 day ago

1-7 of 7

Display density:
✓ Comfortable (on larger displays)
Cozy
Compact

Settings
Manage this domain
Themes
Report a bug
Help

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Last account activity: 50 minutes ago
[Details](#)

150%

Click on the “Forwarding and POP/IMAP” tab.

South Carolina Conference
The United Methodist Church
Columbia, SC 29202 (800) 478-4171

Settings

Compose

General Labels Inbox Accounts Filters **Forwarding and POP/IMAP** Chat Web Clips Offline Themes

Forwarding:
[Learn more](#)

[Add a forwarding address](#)

Verify **email@email.com** [Re-send email](#) [Remove address](#)

POP Download:
[Learn more](#)

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

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

Click on “Add a forwarding address”.

The screenshot shows the Gmail Settings page for a user. The browser address bar displays the URL <https://mail.google.com/mail/u/0/?shva=1#settings/fwdandpop>. The Gmail interface includes a top navigation bar with links to Search, Images, Mail, Documents, Calendar, Sites, Groups, Contacts, and More. Below this is a header section with a logo for the South Carolina Conference of the United Methodist Church, a search bar, and a share button. The main content area is titled 'Settings' and has a sub-tab 'Forwarding and POP/IMAP' selected. A red arrow points to the 'Add a forwarding address' button in the 'Forwarding' section. The 'Forwarding' section also includes a tip: 'You can also forward only some of your mail by [creating a filter](#)'. The 'POP Download' section shows 'Status: POP is enabled' and three options: 'Enable POP for all mail', 'Enable POP for mail that arrives from now on', and 'Disable POP'. The 'IMAP Access' section shows 'Status: IMAP is enabled' and two options: 'Enable IMAP' and 'Disable IMAP'. The 'When I mark a message in IMAP as deleted' section has two options: 'Auto-Expunge on - Immediately update the server. (default)' and 'Auto-Expunge off - Wait for the client to update the server.' The 'When a message is marked as deleted and expunged from the last visible IMAP folder' section has two options: 'Archive the message (default)' and 'Move the message to the Trash'.

Mail ▾ Settings

COMPOSE

Inbox
Starred
Important
Sent Mail
Drafts

► Circles

[Gmail]/All Mail/Archives
[Gmail]/Trash/Archives
► [Gmail]/Trash/Work
Follow up

► INBOX/
► INBOX/Work
Junk E-mail
More ▾

General Labels Inbox Accounts Filters **Forwarding and POP/IMAP** Chat Web Clips Offline Themes

Forwarding: [Learn more](#) **Add a forwarding address**

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

POP Download: [Learn more](#)

1. Status: POP is enabled for all mail that has arrived since Sep 26

- ☐ 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

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access: (access SC Conference The United Methodist Church Mail from other clients using IMAP) [Learn more](#)

Status: IMAP is enabled

- ☒ **Enable IMAP**
- ☐ Disable IMAP

When I mark a message in IMAP as deleted:

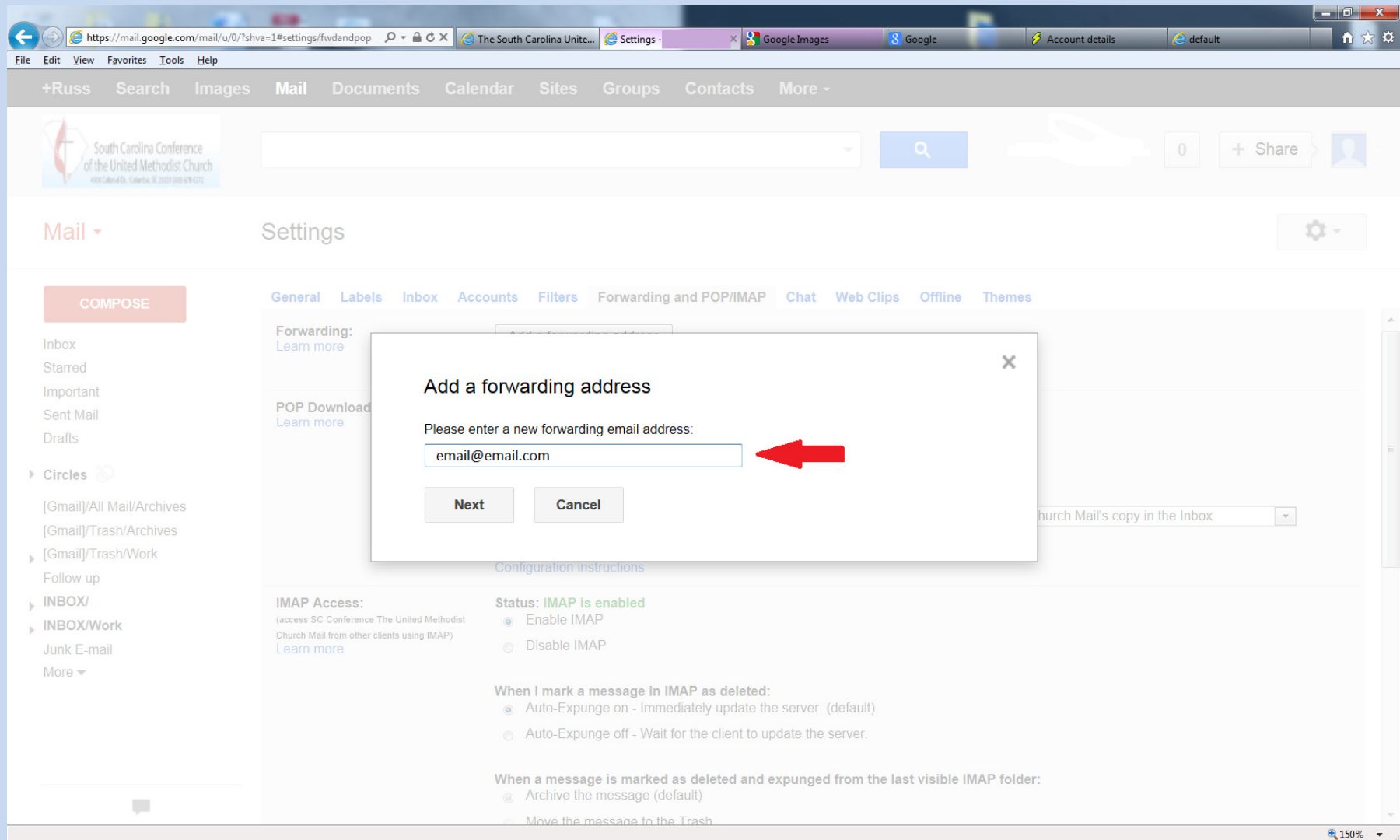
- ☒ Auto-Expunge on - Immediately update the server. (default)
- ☐ Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:

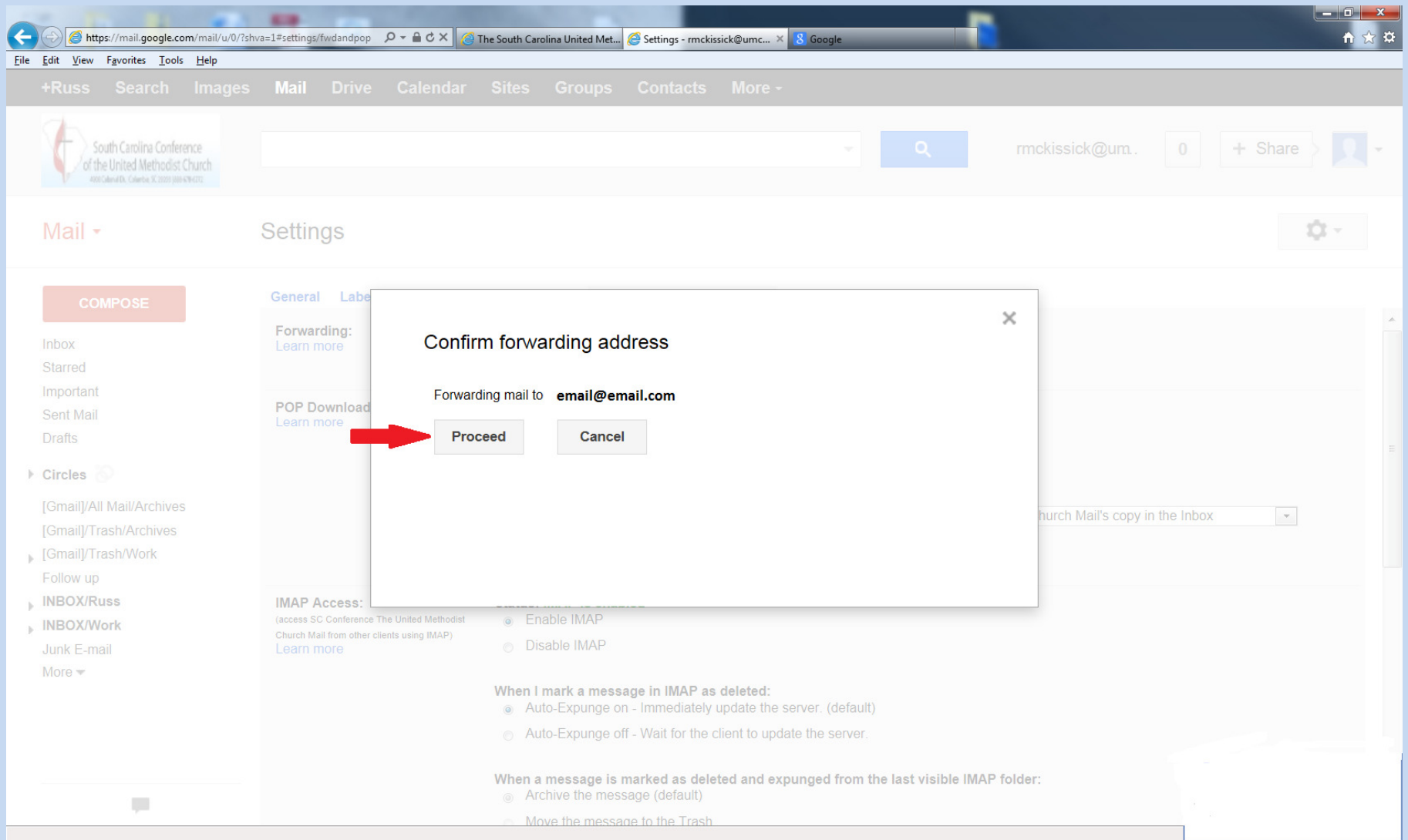
- ☒ Archive the message (default)
- ☐ Move the message to the Trash

<https://mail.google.com/mail/?tab=mm> 150%

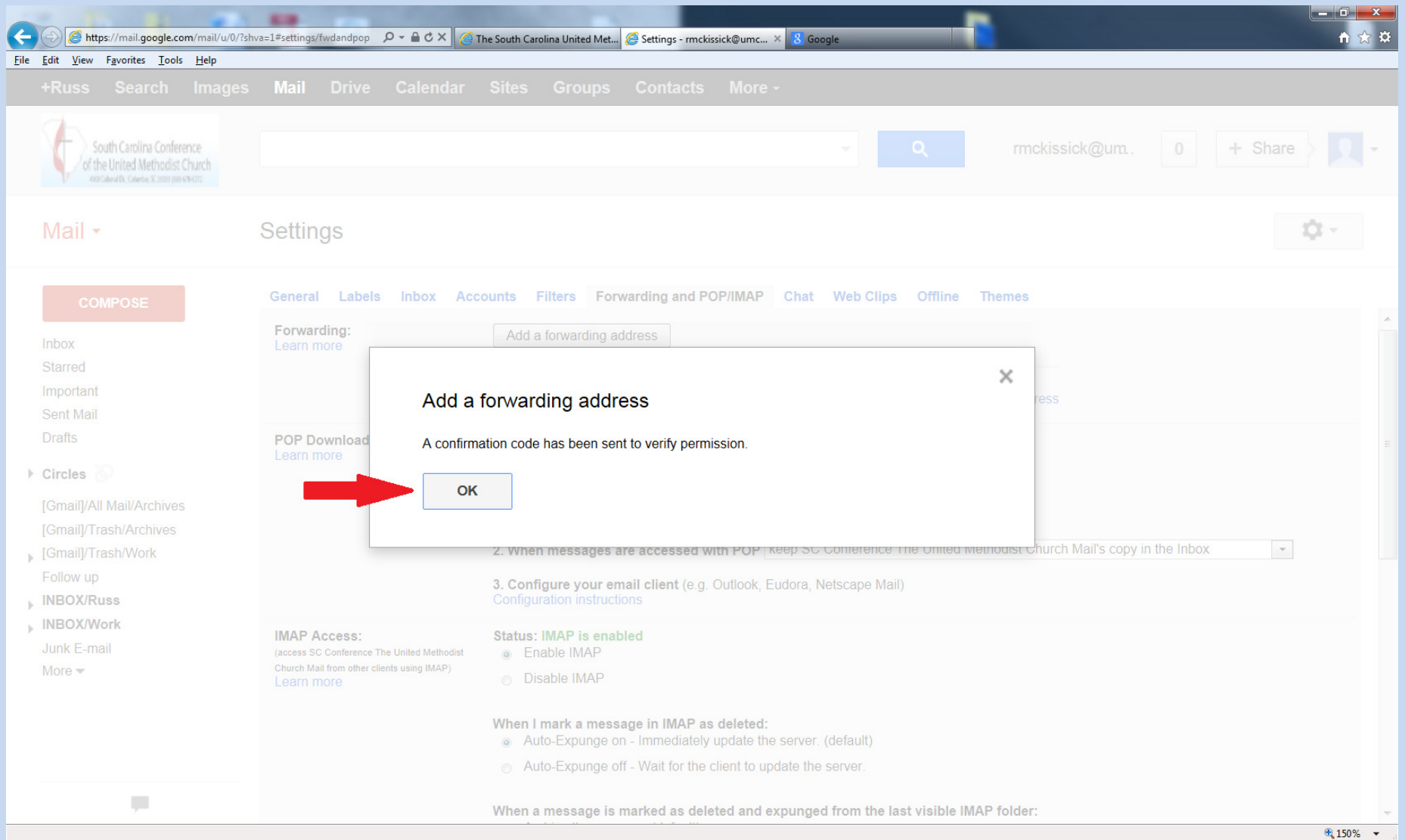
Enter the forwarding address in
the blank and click “Next”



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”.

The screenshot shows the Gmail 'Settings' page for a user named 'The South Carolina United Methodist Church'. The 'Forwarding and POP/IMAP' tab is selected. In the 'Forwarding' section, an email address 'email@email.com' is listed with a 'Verify' button next to it, which is highlighted by a red arrow. The 'POP Download' section shows 'POP is enabled' and 'When messages are accessed with POP' is set to 'keep SC Conference The United Methodist Church Mail's copy in the Inbox'. The 'IMAP Access' section shows 'IMAP is enabled' and 'When I mark a message in IMAP as deleted' is set to 'Auto-Expunge on - Immediately update the server. (default)'.

South Carolina Conference of the United Methodist Church
4005 Calumet Dr., Columbia, SC 29203 (803) 888-6784

Mail Settings

COMPOSE

Inbox
Starred
Important
Sent Mail
Drafts

Circles

[Gmail]/All Mail/Archives
[Gmail]/Trash/Archives
[Gmail]/Trash/Work
Follow up
INBOX/
INBOX/
Junk E-mail
More

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Web Clips Offline Themes

Forwarding:
[Learn more](#)

Add a forwarding address

Verify email@email.com confirmation code Verify Re-send email Remove address

POP Download:
[Learn more](#)

1. Status: POP is enabled for all mail that has arrived since Sep 26
☐ 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

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access SC Conference The United Methodist Church Mail from other clients using IMAP)
[Learn more](#)

Status: IMAP is enabled
☒ Enable IMAP
☐ Disable IMAP

When I mark a message in IMAP as deleted:
☒ Auto-Expunge on - Immediately update the server. (default)
☐ Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:

150%

Make sure the radio button is selected beside the “Forward a copy...”
(1st red arrow) and then click “Save Changes” (2nd red arrow).

The screenshot shows the Google Mail Settings page for the account 'South Carolina Conference of the United Methodist Church'. The 'Forwarding and POP/IMAP' tab is selected. Under the 'Forwarding' section, the radio button for 'Forward a copy of incoming mail to' is selected, indicated by a red arrow. The forwarding address is 'email@email.com (in use)' and the option to 'keep SC Conference The United Methodist Church Mail's copy in the Inbox' is chosen. Below this, a tip states: 'Tip: You can also forward only some of your mail by creating a filter!'. The 'POP Download' section shows 'Status: POP is enabled' and 'When messages are accessed with POP' set to 'keep SC Conference The United Methodist Church Mail's copy in the Inbox'. The 'IMAP Access' section shows 'Status: IMAP is enabled' and 'Enable IMAP' selected. Under 'When I mark a message in IMAP as deleted:', 'Auto-Expunge on - Immediately update the server. (default)' is selected. Under 'When a message is marked as deleted and expunged from the last visible IMAP folder:', 'Archive the message (default)' is selected. The 'Folder Size Limits' section shows 'Do not limit the number of messages in an IMAP folder (default)' selected. At the bottom, the 'Save Changes' button is highlighted with a red arrow. The footer includes copyright information for 2012 Google, links to Terms of Service, Privacy Policy, and Program Policies, and a note about the last account activity.

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Last account activity: 1 minute ago
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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.

The screenshot shows the Gmail 'Settings' page for the account 'rmckissick@umcsc.org'. The 'Forwarding and POP/IMAP' tab is selected. Under the 'Forwarding' section, the option 'Forward a copy of incoming mail to' is selected. A dropdown menu is open, showing 'email@email.com (in use)' and 'Remove email@email.com (in use)'. A red arrow points to the 'Remove' option. Below this, there are sections for 'POP Download' and 'IMAP Access'. The 'IMAP Access' section shows 'Status: IMAP is enabled' and 'Enable IMAP' is selected. At the bottom, there are 'Save Changes' and 'Cancel' buttons.

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100%