

## Having a Gmail account Forward emails to a Probus member

Gmail accounts are an excellent way to have one permanent email address for any organization. On the surface, this would mean someone in that organization would need to frequently check the Gmail account to see if there was incoming mail.

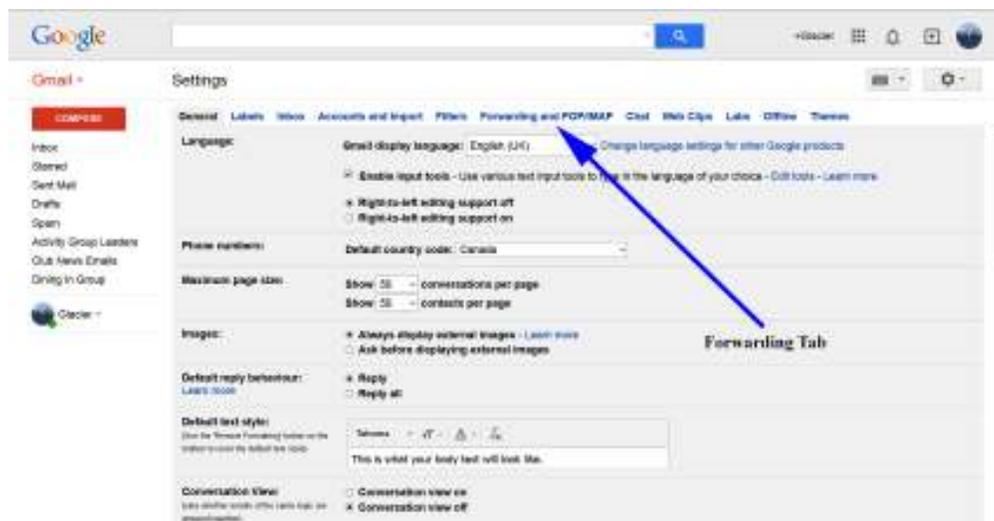
An easy solution is to change the Settings in the Gmail account to automatically Forward all incoming emails to the appropriate member of the organization, and to change the settings as membership changes require.

This is a screen shot of a typical Gmail account (actually is for an existing Probus Club), and the Settings icon is indicated. To proceed, click on the Settings icon.



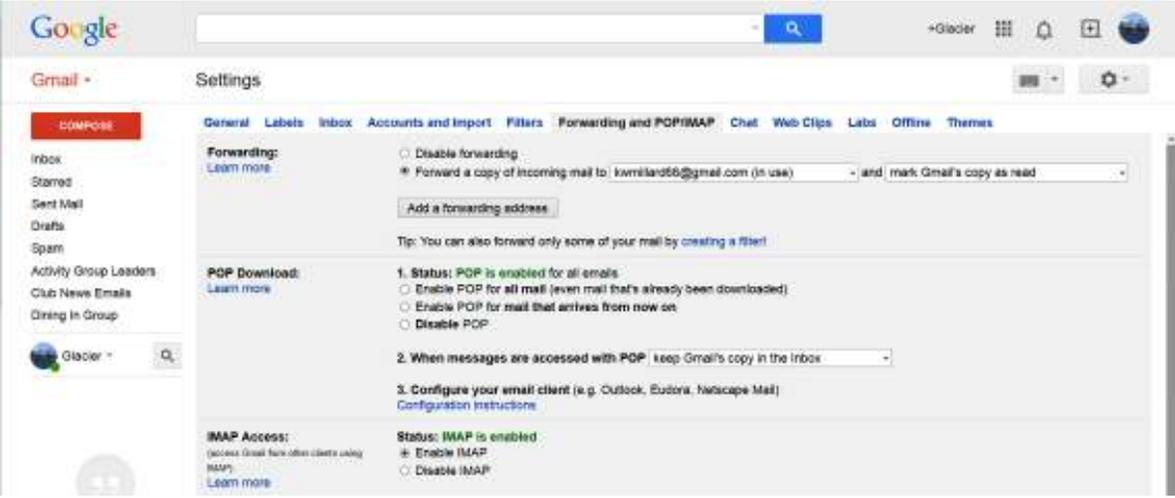
There are a large number of setting possibilities within Gmail, some of those may be discussed in a separate document dealing specifically with setting up a Club Gmail account. For purposes of this discussion, we are only considering the Forwarding option.

As shown in the screen shot below, click on the Forwarding and POP/IMAP tab



As shown in the screen shot below, click on the small icon beside “Forward a copy of incoming mail to”, then key in the email address of the person who is going to receive any emails directed to the Club (President or Secretary, etc.). We also recommend clicking on the small delta icon to the right of the new email address and select “mark Gmail's copy as read”. Note that Gmail will ask you to confirm the email address that has been entered and then you must click on Proceed. Also, click on Enable Imap as shown at the bottom of the image below.

When this has been done, scroll to the bottom of the screen and click on Save Changes.



Note that the person identified by the email address entered above will receive a confirmation email from Gmail to accept having incoming Club emails forwarded to them, and they must click on the confirmation address in order for the Forwarding setting to be completed.

This document created November 13, 2014 by Keith Millard, Communications Coordinator for the Glacier Probus Club in the Comox Valley