

## How to Set up a Google Gmail account for your club.


Step 1. Go to Google.com

- a. If you have a Google account, go to the login page by clicking on the “Gmail” icon on the upper right side of your screen below the ‘address’ menu. (go to step 2)
- b. If you do not presently have a Google account:
  1. Either click on the “Gmail” icon or click on the “app” icon and select “Gmail”.

Step 2. If your system automatically logs you in, then once the login process has completed move your cursor to the far upper right side of your active screen where you will see your name icon/picture which ever you have:

- a. Click and drop the menu down.
- b. Click on the “Add account” button, located at the bottom left corner of the menu.
- c. A menu titled “Choose an Account” will come up.
- d. At the bottom click on “Use another account”
- e. At the bottom of the “Sign in to continue to Gmail” screen click on “Create account” at the bottom left corner of the menu.
- f. You should be in the “Create your Google Account to continue to Gmail”
  1. Enter a “first” and “last” name. I use the club name for first and Toastmasters for last name
  2. Enter a “username”. I use the club name with club number with no spaces.
  3. Enter a password as desired.
  4. Click on “Next”
  5. Enter a cell phone number if desired.
  6. You will be asked to enter a verification code which will be sent to your phone.
  7. Once code is entered click on “verify”
  8. Complete the “Welcome to Google” page then click on “NEXT”
  9. Scroll down the “Privacy and Terms” screen then click on “I AGREE”
  10. The system will then log you into the new email system.

11. Either click on the “X” at the top right corner of the pop-up screen for follow the instructions as you desire.

Step 3. Once you are in your “inbox” click on the settings icon  at the top right side of your screen.

- a. Then click on “Settings”
- b. You can configure all your general settings from this first page
- c. At the top horizontal menu click on “Forwarding and POP/IMAP” button.
  1. Click on the “Add a forwarding address” Button.
  2. The “Add a forwarding address” email box will pop up.
  3. Enter the forwarding email address then click on “Next”
  4. A small pop up window will appear.
  5. If information is correct click on “Proceed” if information is incorrect click on “cancel” then repeat process.
  6. Another pop-up window will appear informing you that “A confirmation code has been sent to (the email you entered) to verify permission. Click on “OK”
  7. You must then go to the other email and retrieve the code and enter it in the box under Forwarding: that will say: “Verify (email address)” with a text box which says, “confirmation code”. Once you have entered the code click on the “verify” Button.
  8. After the verification code has been entered you will see a “Dot” next to the “Disable forwarding” selection. Move your cursor to select “Forward a copy of incoming mail to” and click. You will see the “Dot” appear next to the “Forward...” line.
  9. Move your cursor to the bottom of the window over the “Save Changes” Button and click to save the changes made.
  10. Repeat the “Add a forwarding address” process to install additional email forwarding addresses. The verification process will need to be followed by the person the email will be forwarded to.