

SCHEDULE B - INSTRUCTIONS FOR SETTING UP GMAIL FORWARDING TO ADDITIONAL ACCOUNTS

PLEASE READ CAREFULLY – THERE ARE IMPORTANT DETAILS

PART 1 – INSTRUCTIONS FOR THE NN GMAIL PRIMARY ACCOUNT HOLDER WHO WILL FORWARD EMAIL

PART 2 - INSTRUCTIONS FOR THE OTHER NN ACTIVITY TEAM MEMBERS WHO WILL RECEIVE FORWARDED EMAIL

One person of your NN activity team would have access to the NN activity Gmail account as you all do now (have the password, etc.). We'll call this person the "primary account person". That person would set up Gmail to automatically forward NN email to the other members of the activity team. The primary account person would continue to check Gmail as they do now. The other team members would receive NN email directly to their personal email accounts. They would send NN email from their personal account. The primary account person will share the needed Google Drive documents (spreadsheets, etc.) with the other team members.

The primary account holder will complete Part 1. The other members of your activity team will complete Part 2.

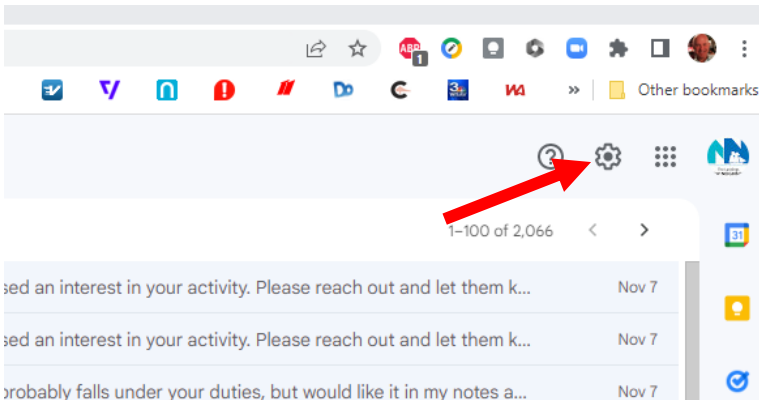
PART 1 – INSTRUCTIONS FOR THE NN GMAIL PRIMARY ACCOUNT HOLDER WHO WILL FORWARD EMAIL

1. Decide who on your activity team will be the primary account holder. The primary account holder should collect the personal email addresses of the others who want to have NN Gmail forwarded to them.

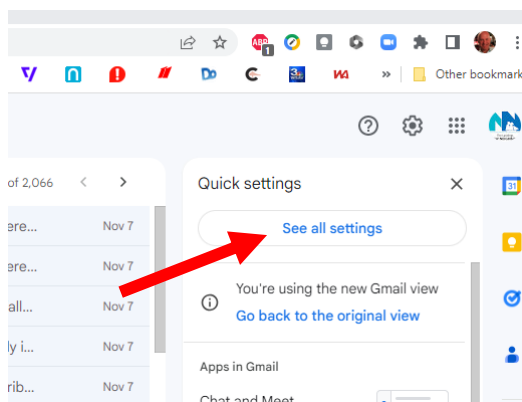
2. For this example, I'm forwarding email to my personal Gmail account -john30308@gmail.com. The primary account holder will forward email to the personal addresses of their teammates – please do not forward it to john30308@gmail.com 😊.

2. In a browser on your computer, open Gmail. (NOTE: the screen below is from a PC – Mac will look different, and things may be in different place, but same idea.

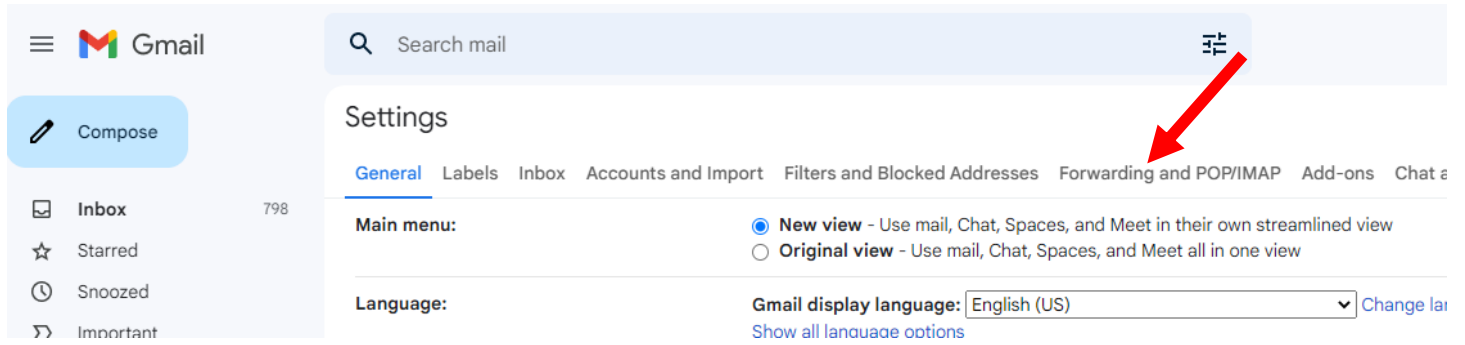
3. Select the **Gear icon**.



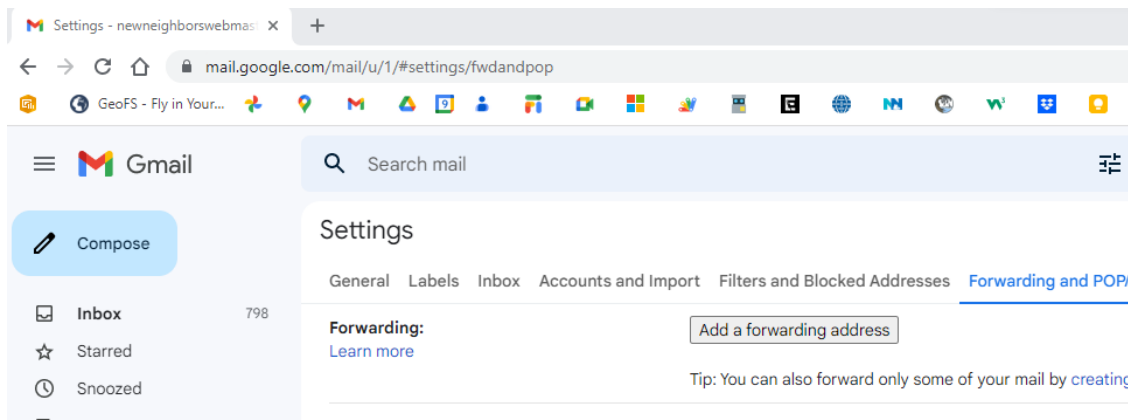
4. Select **See All Settings**



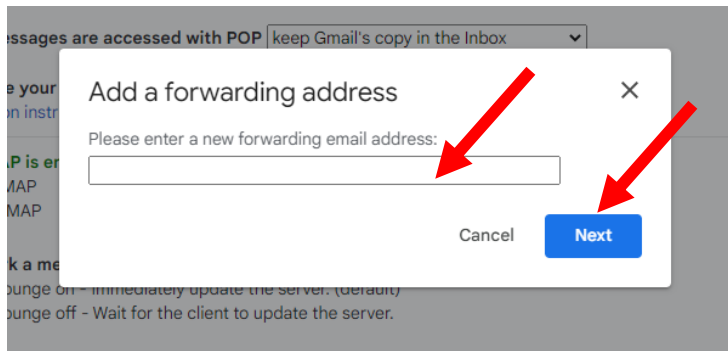
5. Select **Forwarding and POP/IMAP** You will have to repeat these steps 5 - 9 for each person on your team you want to forward email to.



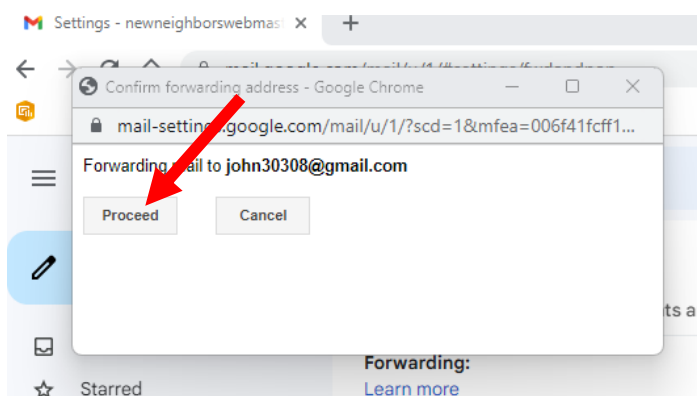
6. Select **Add a Forwarding Address.**



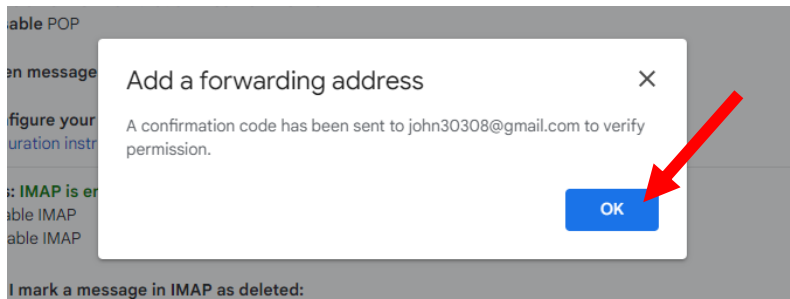
7. In the pop-up, enter the email address of the person to forward email to. This is their personal (or work) email where they want to receive email for your NN activity. It is not your NN activity email address. When entered, select **Next**.



8. In the pop-up, verify the email address and select **Proceed**.



9. In the pop-up, select **OK**. Repeat steps 5 - 9 for each member of your activity team to receive forwarded email.



10. The person to receive forwarded email will have to accept your forwarding (see Part 2). Once they do, they have been asked to notify you. They will be sent a link, and usually no confirmation code is needed. Once you hear from 1 or more of them, you may proceed.

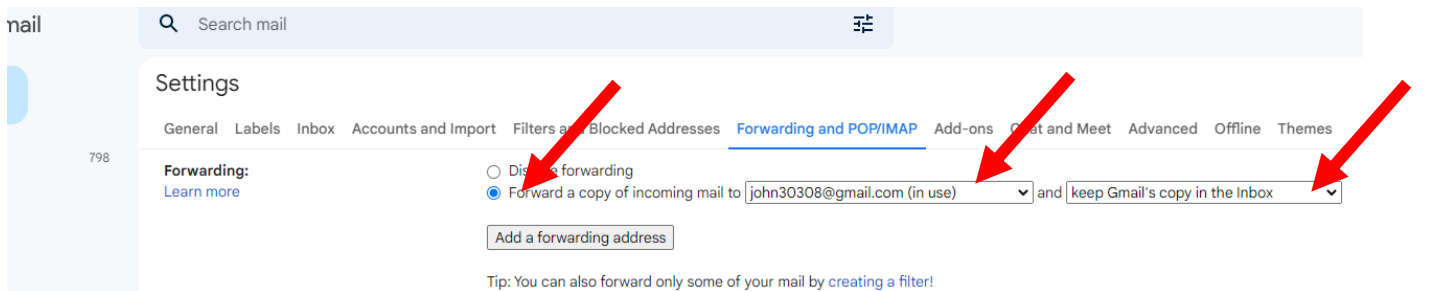
11. **NOTE:** There are two options for forwarding your NN Gmail – Forwarding or Forwarding using filters:

- Forwarding – Gmail can forward to only one person. If only two of you, this is the easiest method.
- Forwarding using filters – will to be used by most NN activity teams.
- Note: you may also see the option to “Grant access to your account (Allow others to read and send mail on your behalf)”. This option only works on a computer - doesn't work for mobile access without workarounds - and all involved must use Google accounts.

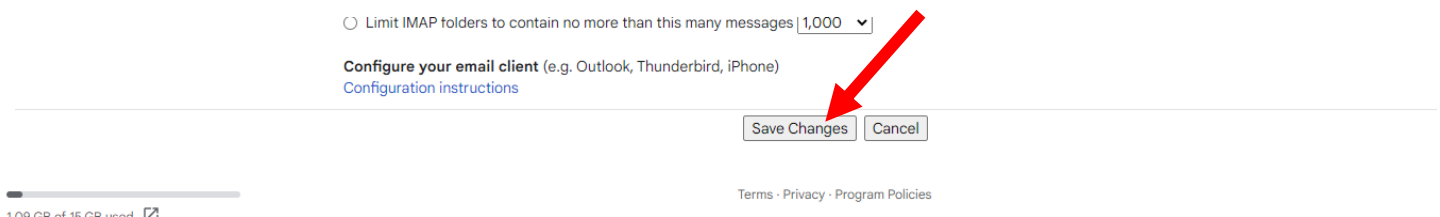
OPTION 1 - FORWARDING (TO ONE PERSON ONLY)

A. Follow steps 1 thru 5 above.

B. Select 1) “**Forward a copy of incoming mail to**”, 2) in the drop-down menu, select the email address to forward to, and 3) in the drop-down menu, select **keep Gmail’s copy in the inbox**.



C. Scroll to the bottom of the page and select **Save Changes**.



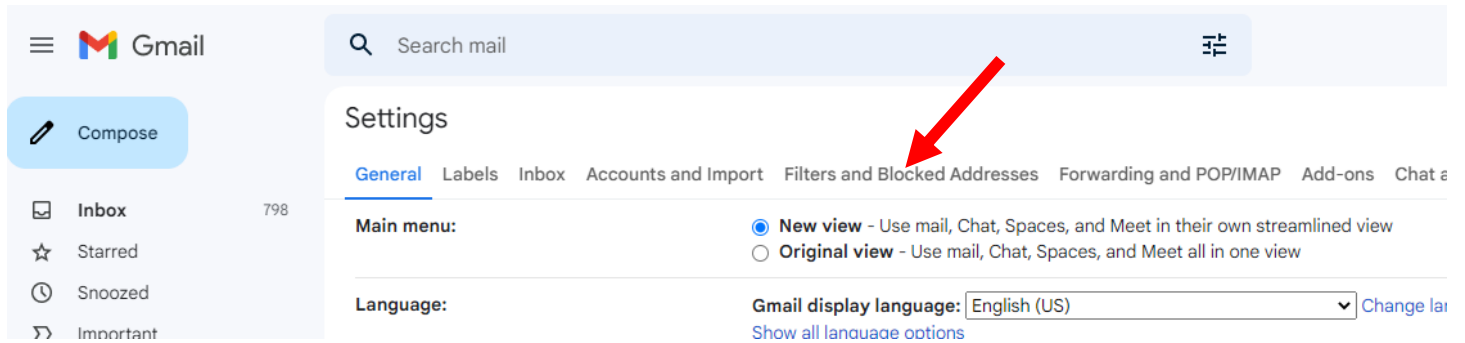
D. All done with this option. Remember, you can only Forward to one email address, so it won't work for many.

OPTION 2 - FORWARDING USING FILTERS – TO FORWARD TO MANY EMAIL ADDRESSES

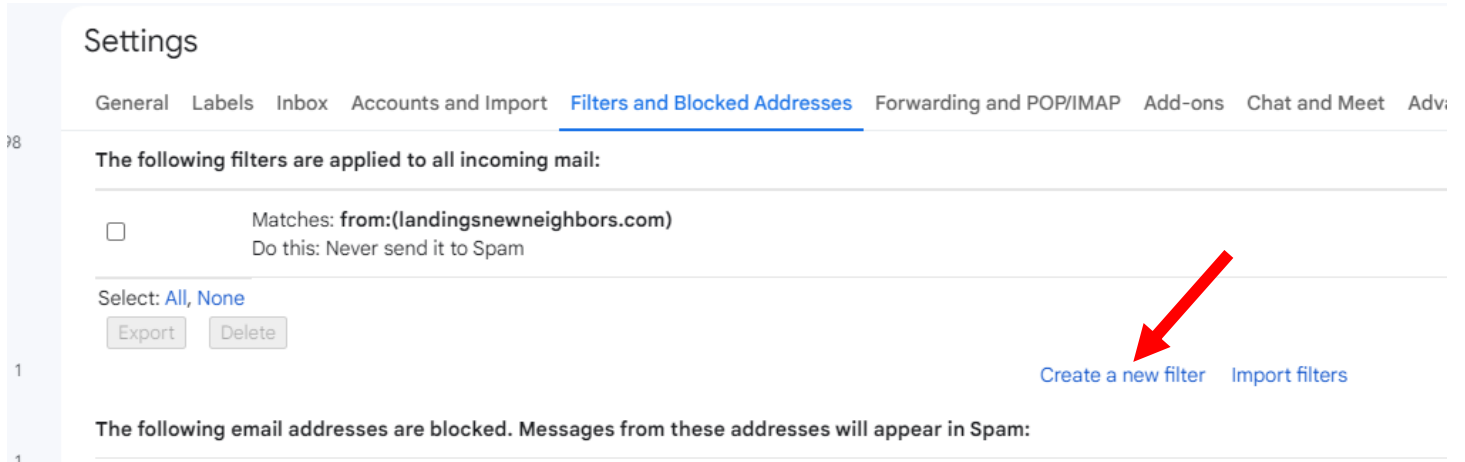
A. Do this only after you have added forwarding addresses (steps 5 – 9). You will have to repeat these steps for each person on your team you want to forward email to.

B. Follow steps 1 thru 4 above.

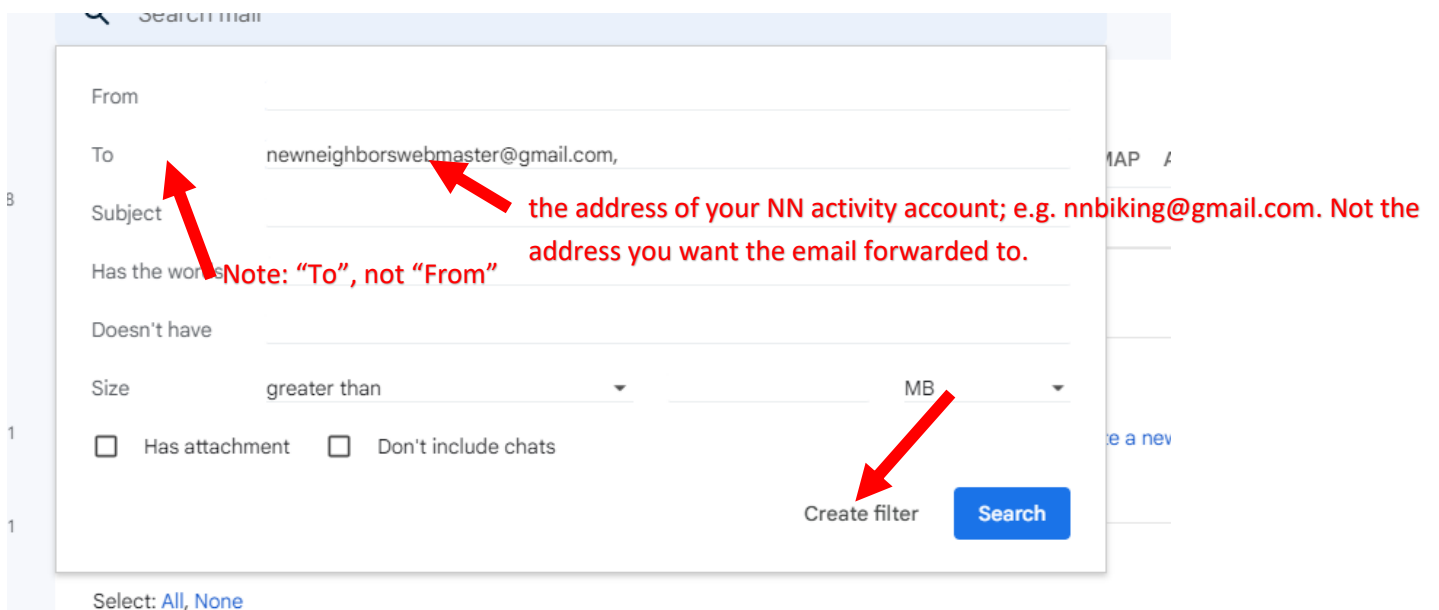
C. Select **Filters and Blocked Addresses** (not Forwarding...)



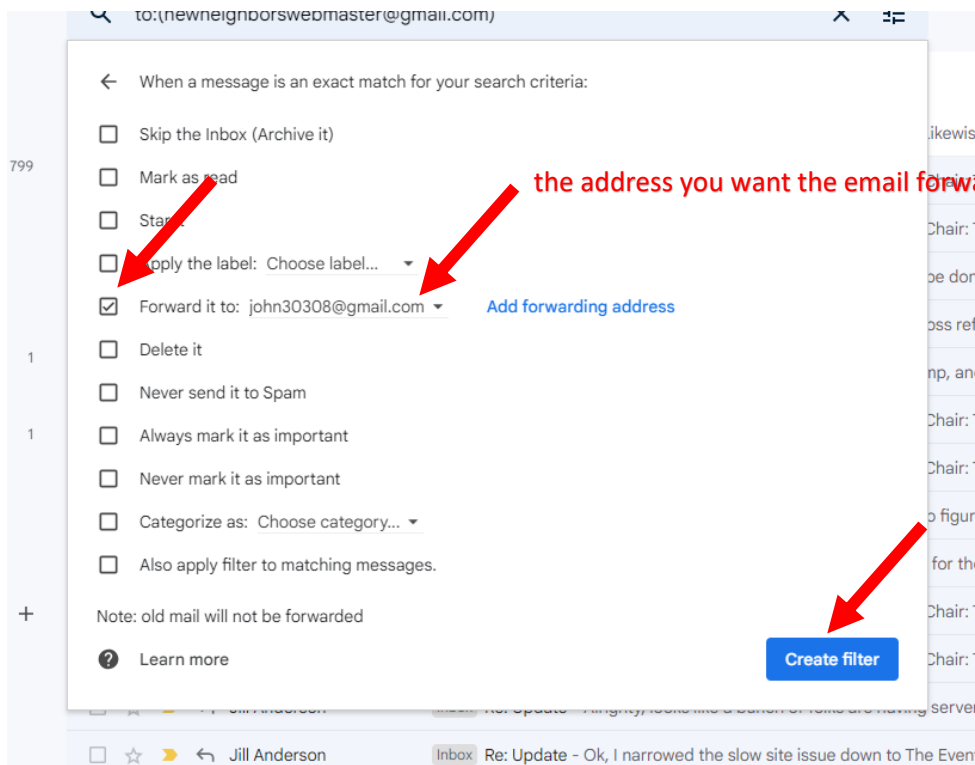
D. Select **Create a new filter**



E. In the pop-up, enter you NN activity Gmail address in the **To** field (not the From field). Select **Create filter** (not the blue "Search" box).



F. In the pop-up, select **Forward it to:**, in the drop down select one of **the forwarding addresses you previously created** (steps 1 – 9). Select **Create Filter**.



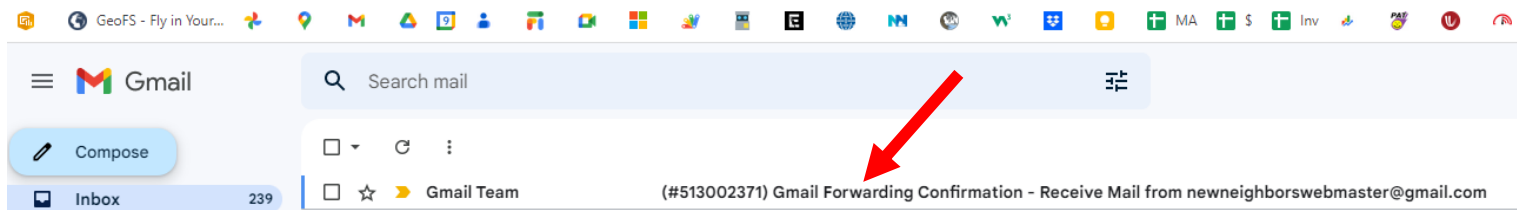
G. Repeat steps C – F for each of your activity team members you previously created a forwarding address for.

H. All done.

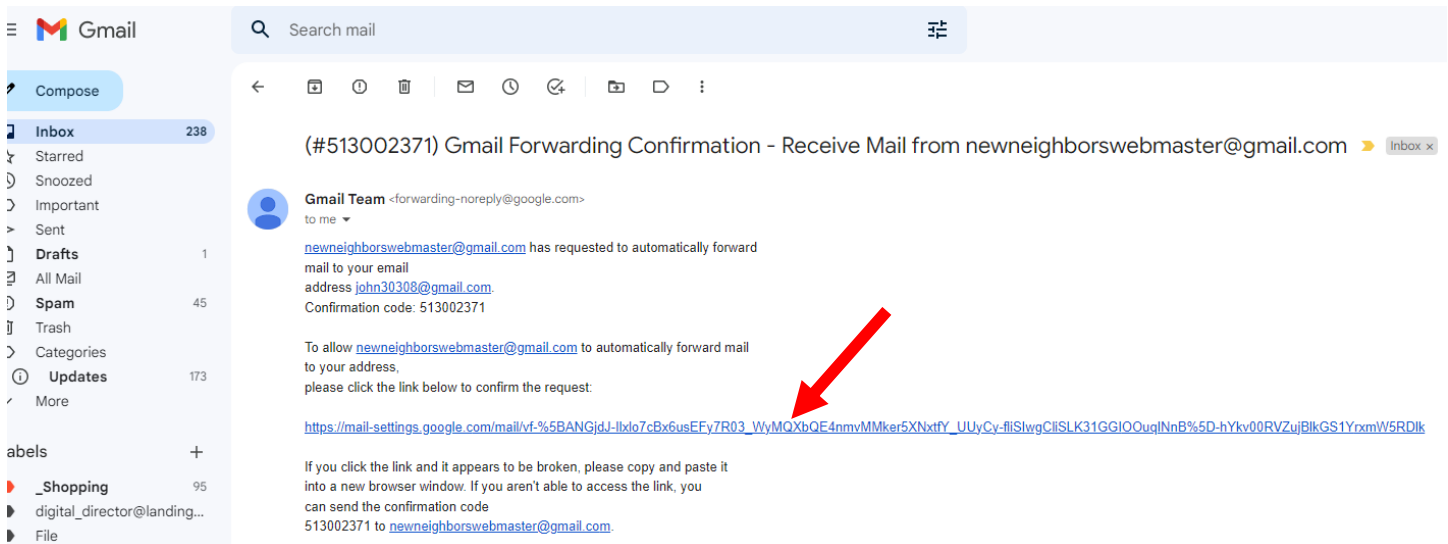
The forwarding of the email is not forever. When you are done with your time as an NN Activity Chair, please go in and delete each of the forwarding addresses.

PART 2 - INSTRUCTIONS FOR THE OTHER NN ACTIVITY TEAM MEMBERS WHO WILL RECEIVE FORWARDED EMAIL

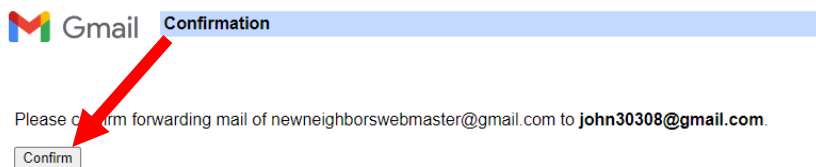
1. Each person to receive forwarded email will receive a “Gmail Forwarding Confirmation” in their personal email account. Open the email.



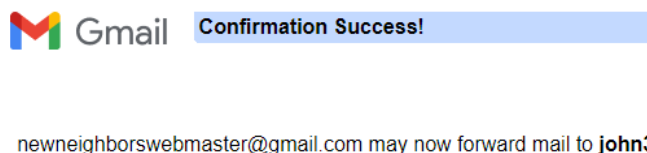
2. In the email, click on the link. You don't have to bother with the code unless the link doesn't work.



3. On the confirmation page, select **Confirm**.



4. Once you see the **Confirmation Success!** page below, you can close that browser window.



5. Please text or email your NN Gmail primary account person so that they know you have accepted. They do not receive an automatic notice from Google.

6. All done. You will receive all of your NN activity email directly to your personal email account. You will send email from your personal account. You do not have to access the NN activity Gmail account.