PORTSEA SURF LIFESAVING CLUB
How To Guide

Email Forwarding Guide

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1. Open your @Portsea email account.

2. At the top right, click the gear ⚙️ .

3. Select Settings.

4. Select the Forwarding and POP/IMAP tab.

5. Click Add a forwarding address in the "Forwarding" section.

6. Enter email to be forwarded to   **xxxx@xxxxx.xxxx   (E.G.   john@example.com)**

7. For your security, it will send a verification email to that address. Open your other email account and find the confirmation message from the Gmail team. If you're having trouble finding it, check your Spam folder.

8. Click the verification link in that email.

9. Back in your Gmail account, reload the page in your web browser - look for the reload icon ↻ .

10. On the same Forwarding and POP/IMAP page in Settings, check that Forward a copy of incoming mail is selected and your email address is in the drop-down menu.

11. In the second drop-down menu, please select keep Gmail's copy in the Inbox (recommended).

12. Click Save Changes at the bottom of the page.

If you have any problems please contact me at   *admin@portseasurf.com.au*