

How to set up VAUMC Clergy Email Forwarding:

Setting up forwarding for the VAUMC.ORG conference clergy email is a two-part process, with several steps to each process. The first process is to verify that an email address can be used for forwarding. The second process is to actually enable forwarding from your conference email account. Forwarding will not work unless you complete both processes fully!

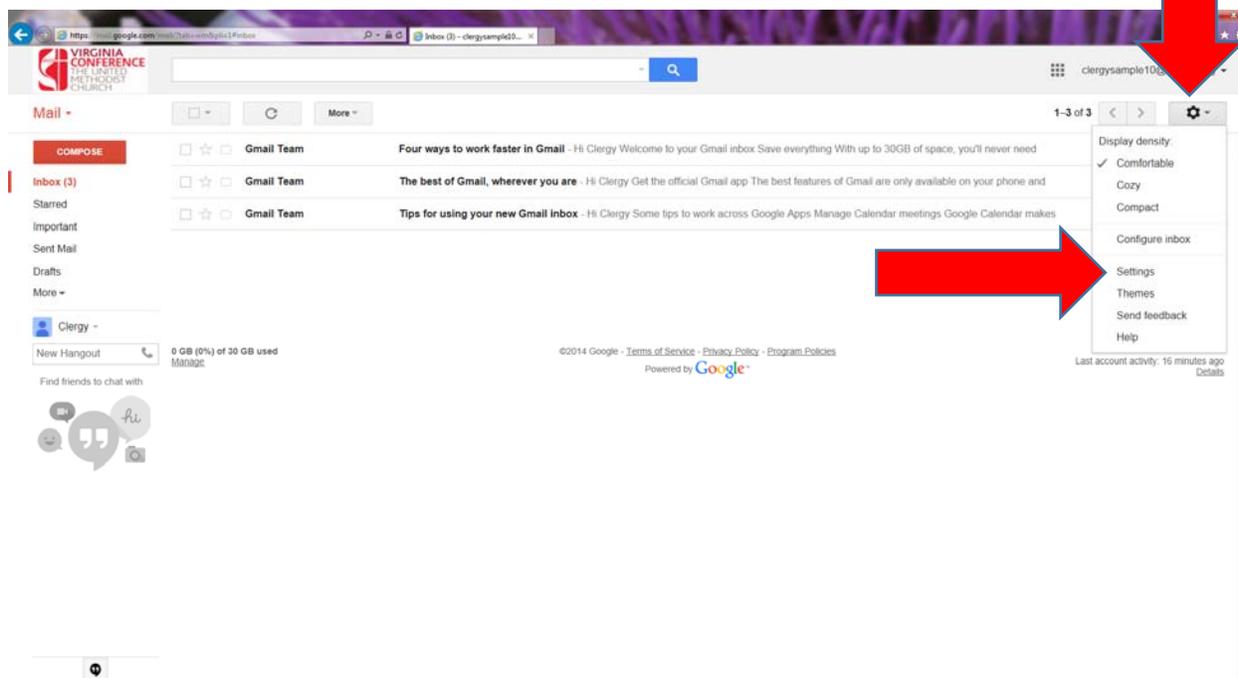
Process One

Verifying an email Address to use for Forwarding

- 1) **Log in** to your email account by going to <http://mail.google.com/a/vaumc.org>
- 2) Click on the gear on the right of the screen to open a menu. On the menu, select settings.

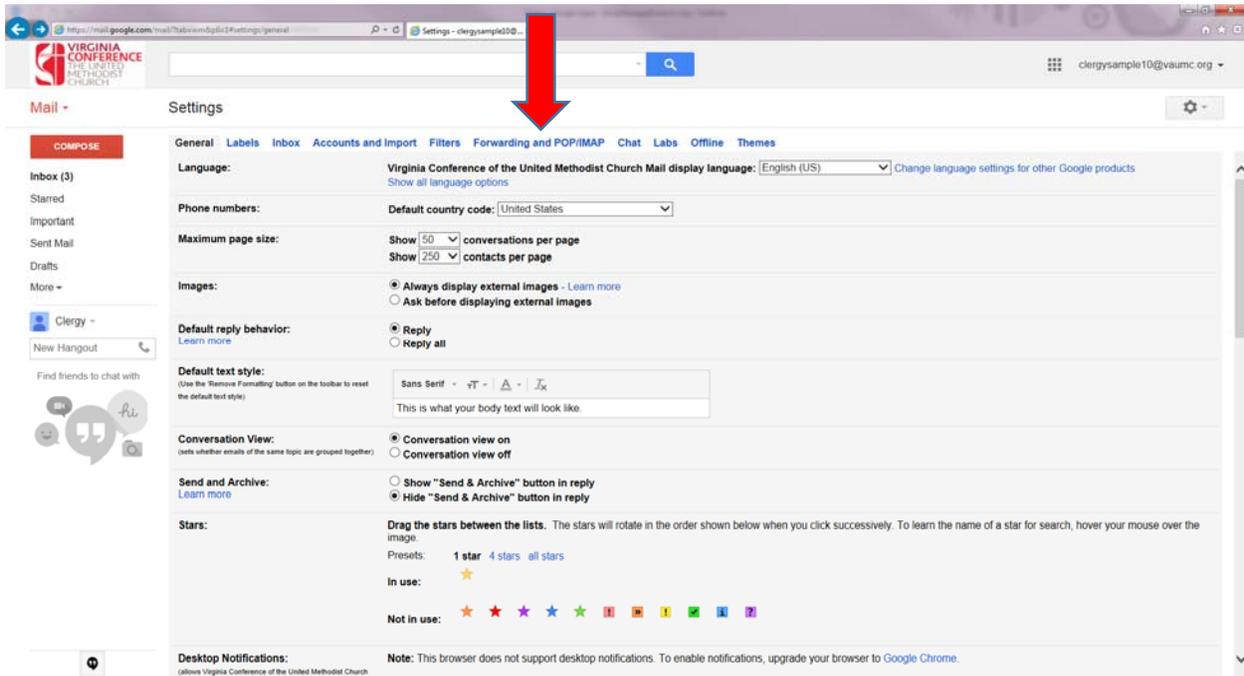
Click the **Gear icon**

Click **Settings**

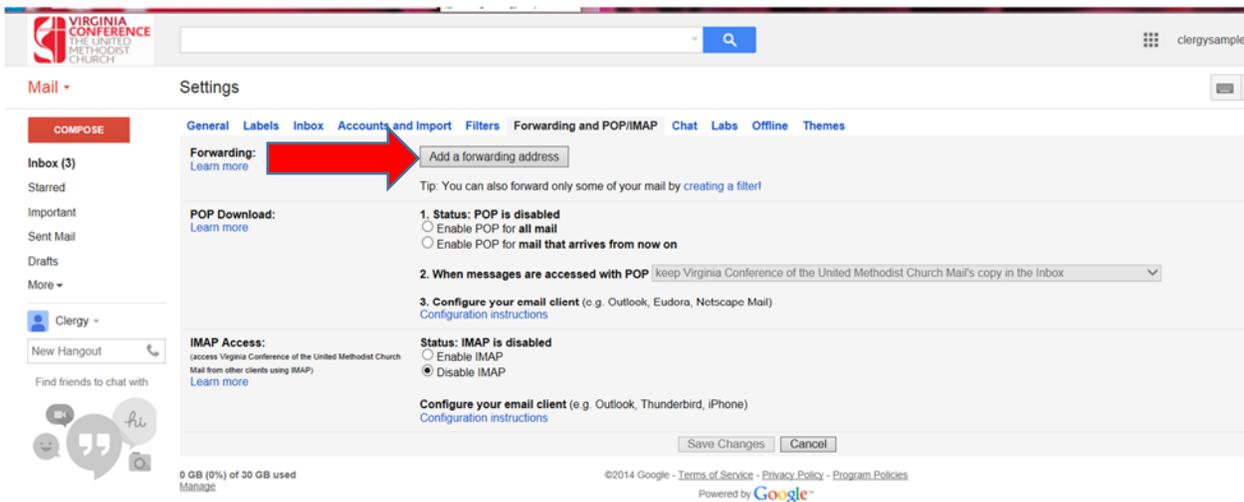


3) Under Settings

Click on the **Forwarding and POP/IMAP** tab



Click **Add a forwarding address** button

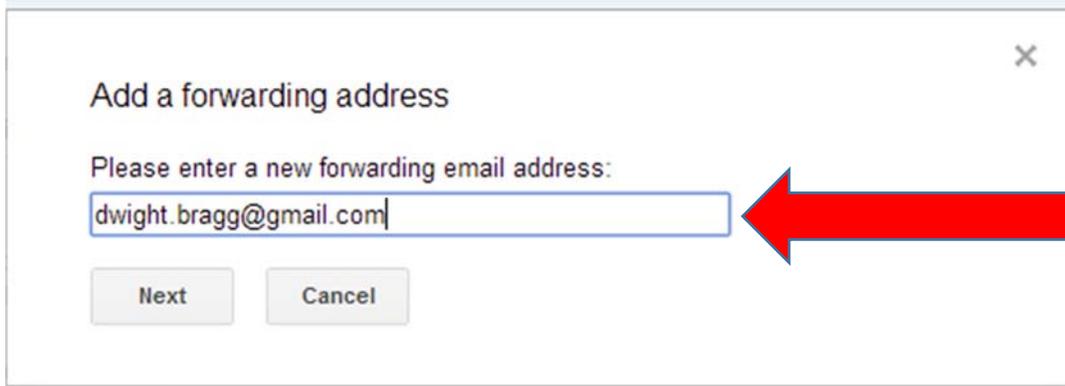


Type in **your Church/Personal Email Address** where you want to forward your conference email.

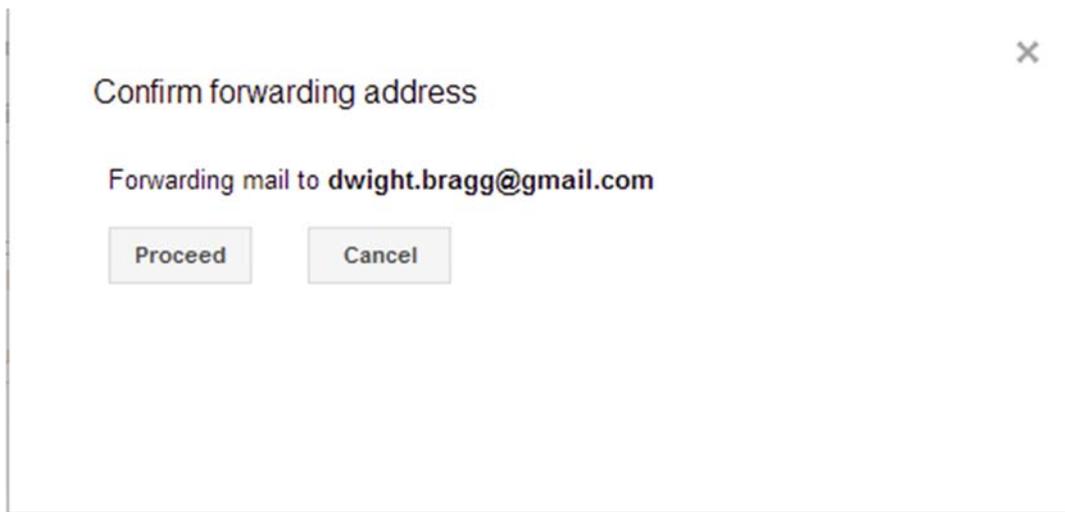
Click **Next**, it will ask you to confirm the email address and proceed.

Click **Proceed**

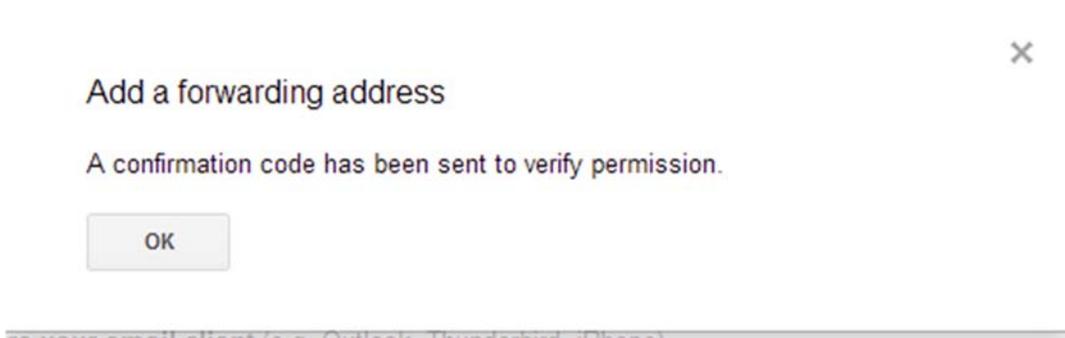
Click **OK**



A dialog box titled "Add a forwarding address" with a close button (X) in the top right corner. The text inside reads "Please enter a new forwarding email address:". Below this is a text input field containing the email address "dwight.bragg@gmail.com". A large red arrow points from the right side of the dialog box towards the input field. At the bottom of the dialog box are two buttons: "Next" and "Cancel".



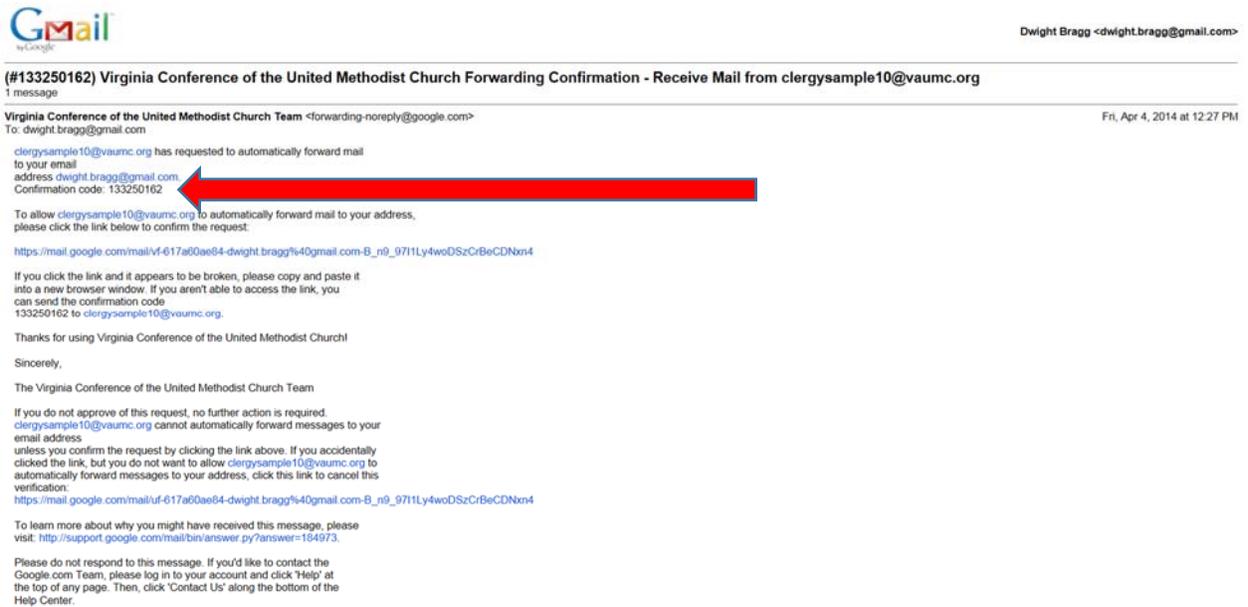
A dialog box titled "Confirm forwarding address" with a close button (X) in the top right corner. The text inside reads "Forwarding mail to dwight.bragg@gmail.com". Below this are two buttons: "Proceed" and "Cancel".



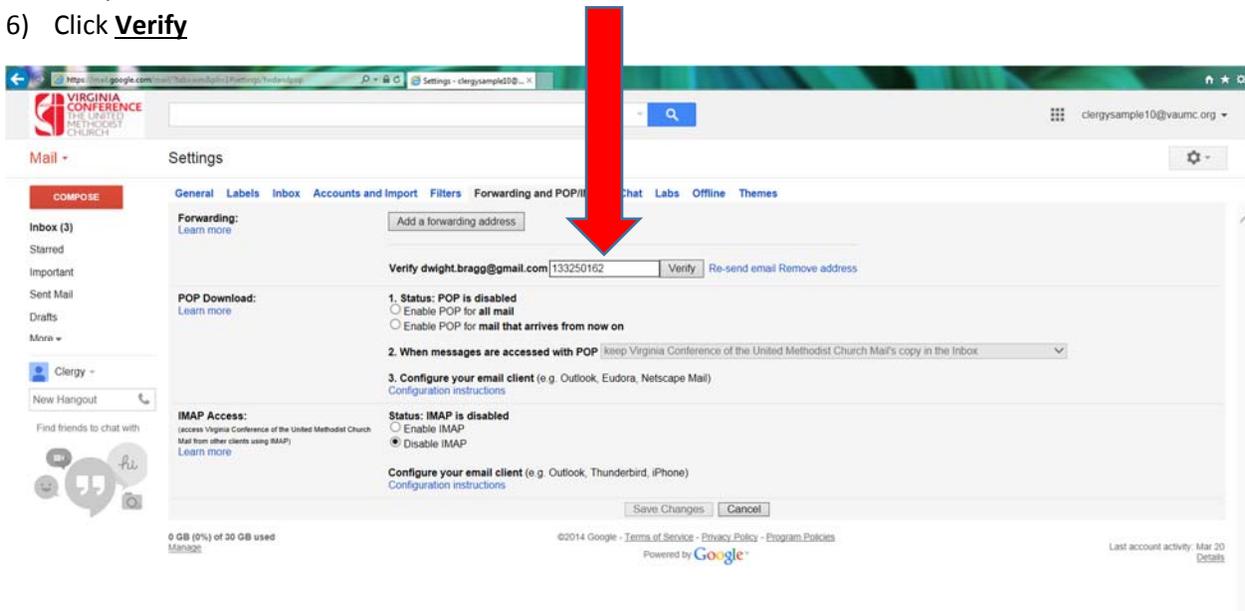
A dialog box titled "Add a forwarding address" with a close button (X) in the top right corner. The text inside reads "A confirmation code has been sent to verify permission." Below this is a single button labeled "OK".

- 4) This will generate a confirmation code email to the email address you just entered. If possible, use a separate browser/window/tab and access your Church/Personal Email Account and look for the email from VAUMC with the Subject Line (see sample below):

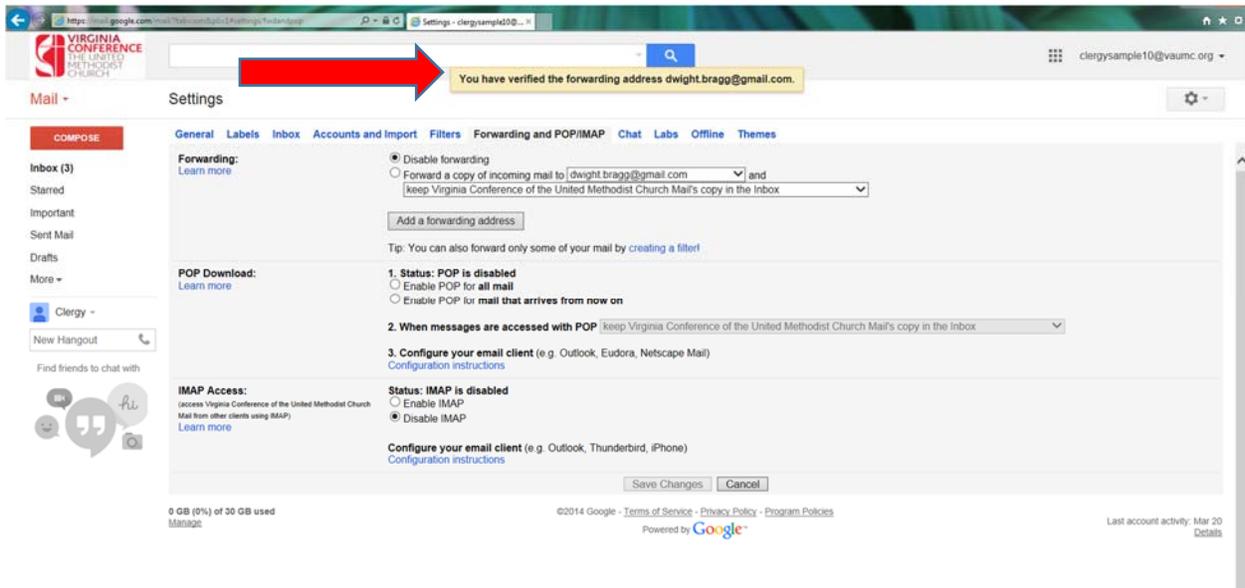
(#133250162) Virginia Conference of the United Methodist Church Forwarding Confirmation - Receive Mail from clergysample10@vaumc.org



- 5) Open the email and look for the confirmation code. Write it down or **copy and paste** it using your computer.
- 6) Click **Verify**



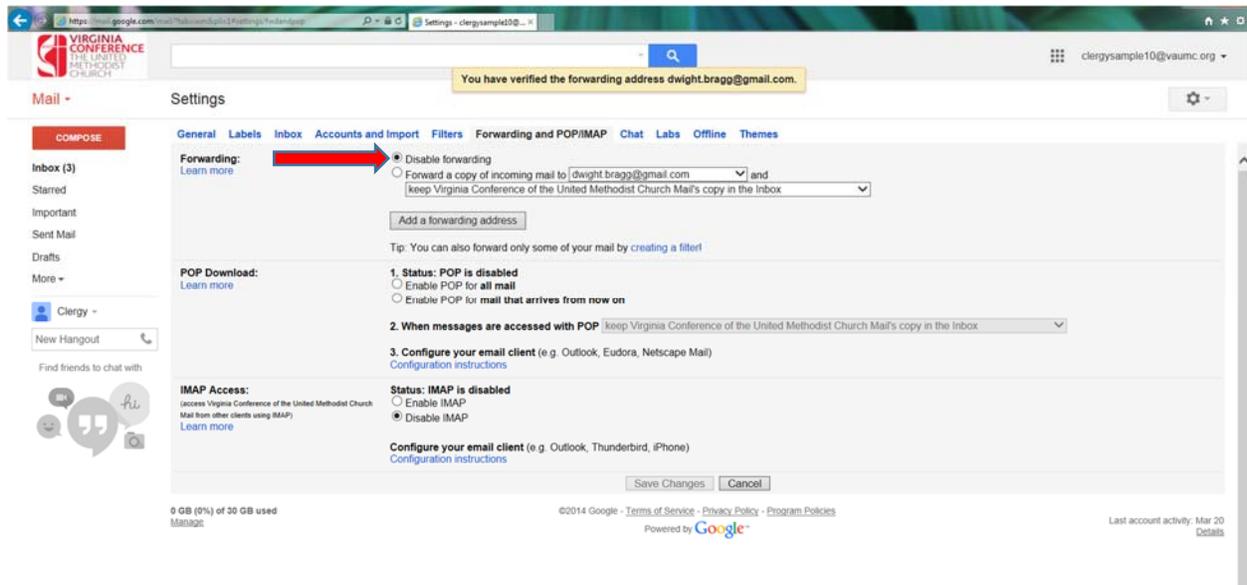
- 7) Once you have successfully entered your code and clicked verify, a **gold bar** will appear indicating that you have successfully verified your email address for forwarding.



Process Two

Enable Forwarding from your VAUMC Clergy Email to your Church/Personal Email Account

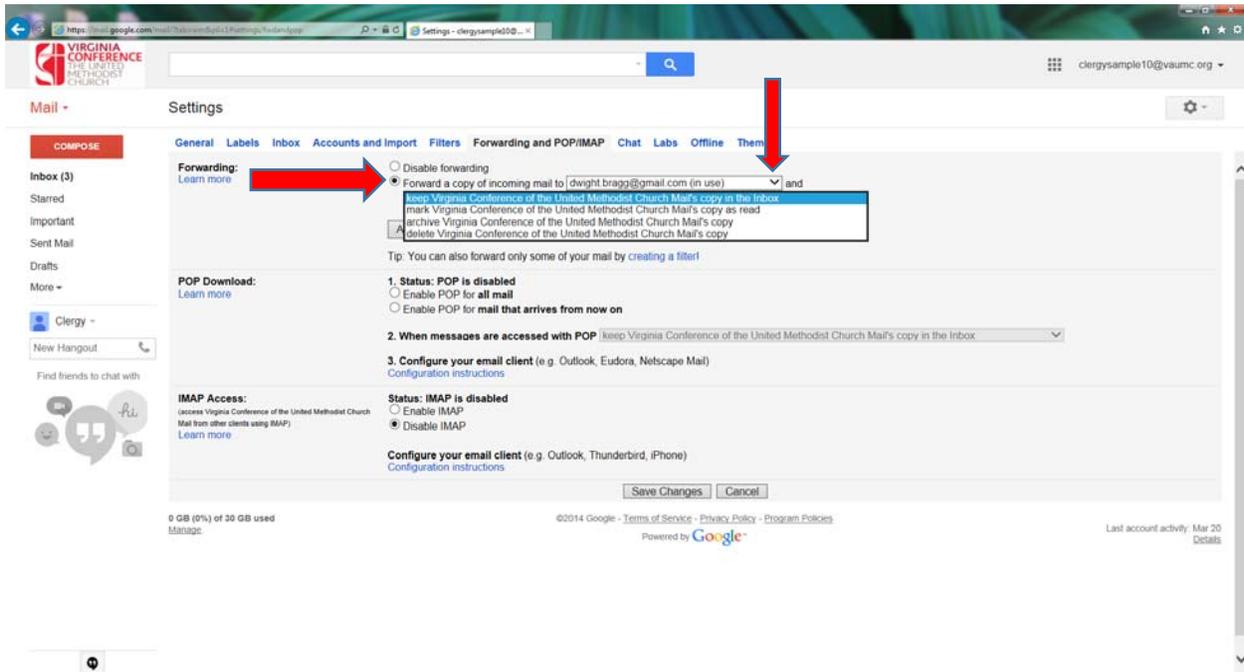
1) Now that you have verified an account to forward to, it is necessary to actually enable the forwarding. Completing the steps so far, does not automatically enable forwarding. Notice that **“Disable forwarding”** will still be selected.



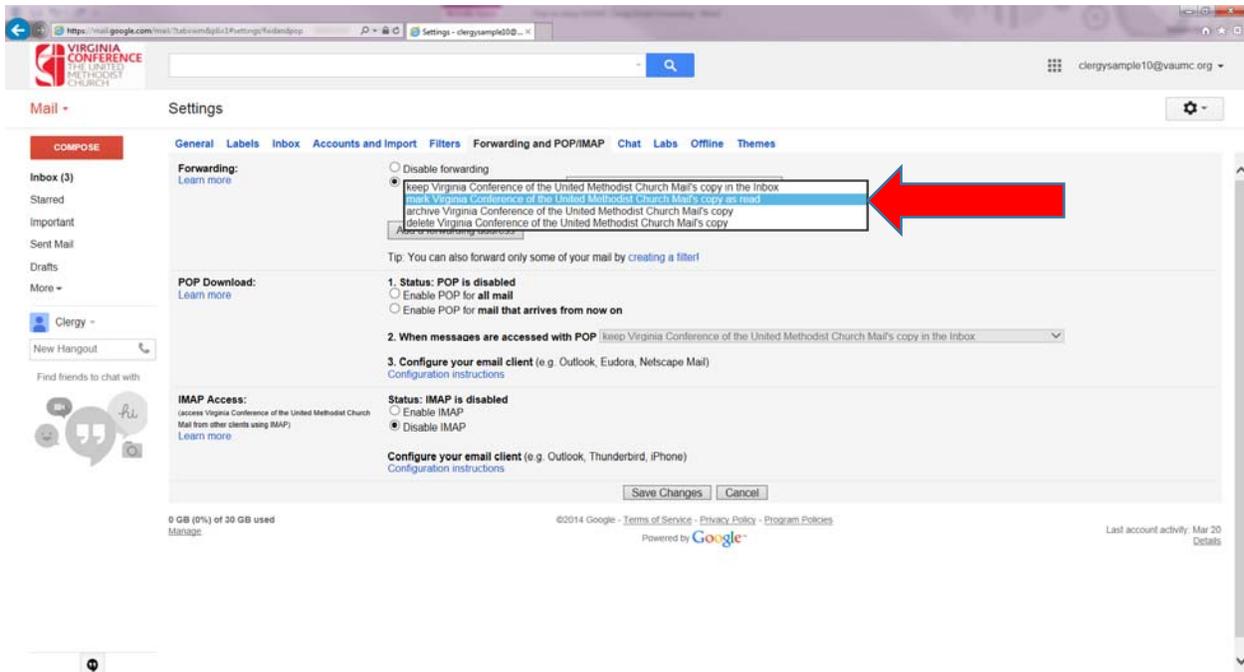
The screenshot shows the Gmail 'Settings' page for the account 'clergy.sample10@vaumc.org'. The 'Forwarding and POP/IMAP' tab is selected. A red arrow points to the 'Disable forwarding' radio button, which is currently selected. Below it, the 'Forward a copy of incoming mail to' field is set to 'dwight.bragg@gmail.com' and the 'keep Virginia Conference of the United Methodist Church Mail's copy in the Inbox' dropdown is selected. The 'POP Download' section shows 'Status: POP is disabled' with 'Enable POP for all mail' and 'Enable POP for mail that arrives from now on' as options. The 'IMAP Access' section shows 'Status: IMAP is disabled' with 'Enable IMAP' and 'Disable IMAP' as options. A 'Save Changes' button is at the bottom of the settings area.

2) Click **the circle** beside “Forward a copy of incoming mail.”

Click the **dropdown box** to select the email address you want to forward email to.

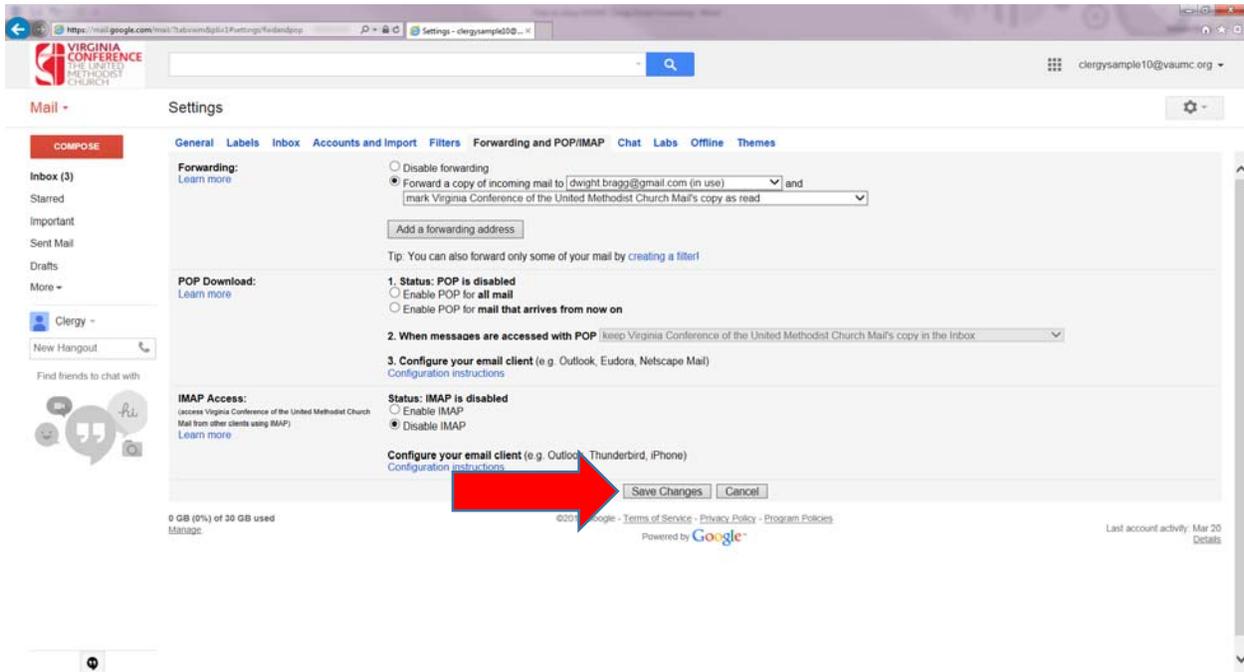


Click the **second dropdown box**, decide what you want to do with the email in the clergy email box as it is forwarded. I recommend **selecting “mark Virginia Conference of the UMC Mail’s copy as read”**.

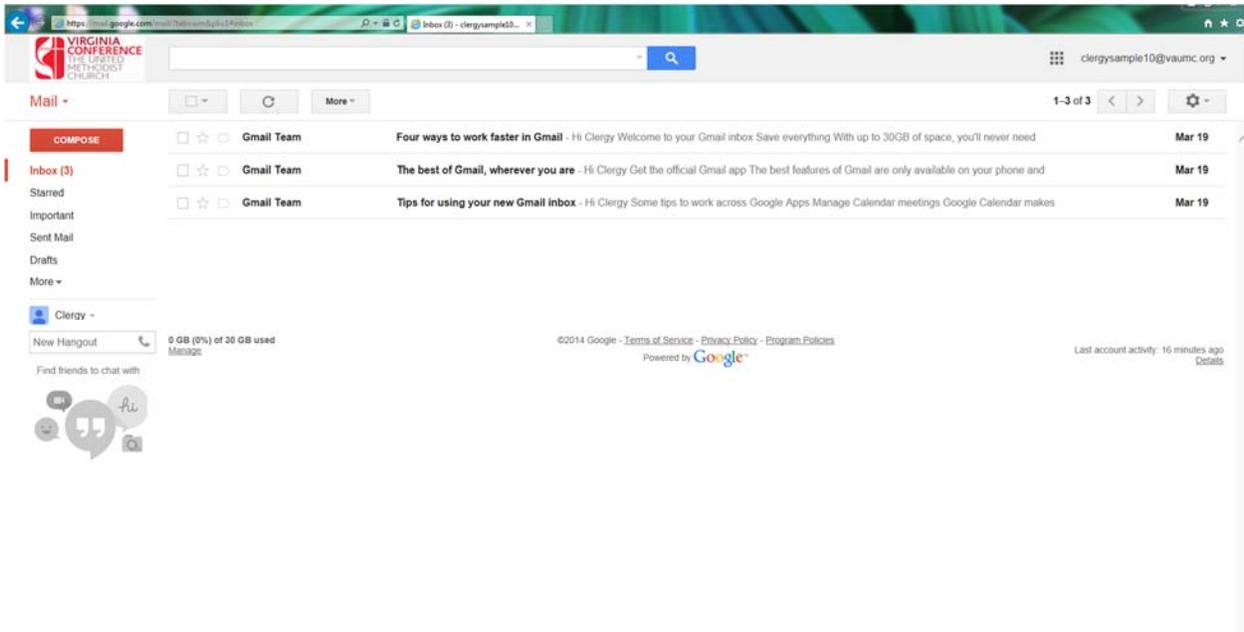


3) After making your selections, Scroll down to the bottom of the page.

Click **“Save Changes”**



This will take you back to your inbox.



Test

To verify that your email forwarding is functioning correctly:

- 1) Send (or have someone send) an email **to your @vaumc.org** clergy email account from any other account.
- 2) Wait a few minutes.
- 3) Check your **Church/Personal Email account** that you set your conference clergy email account to forward to.
- 4) If you receive the email in your **Church/Personal Email account**, then you have confirmed that the forwarding is functioning correctly. Also make sure you check your Spam/Junk Folder if you do not see it in your Inbox.

Contact Dwight Bragg 804-521-1118 if you have any questions or concerns!