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 <u>first process</u> is to verify that an email address can be used for forwarding. The <u>second process</u> is to actually enable forwarding from your conference email account. Forwarding will not work unless you complete both processes fully!
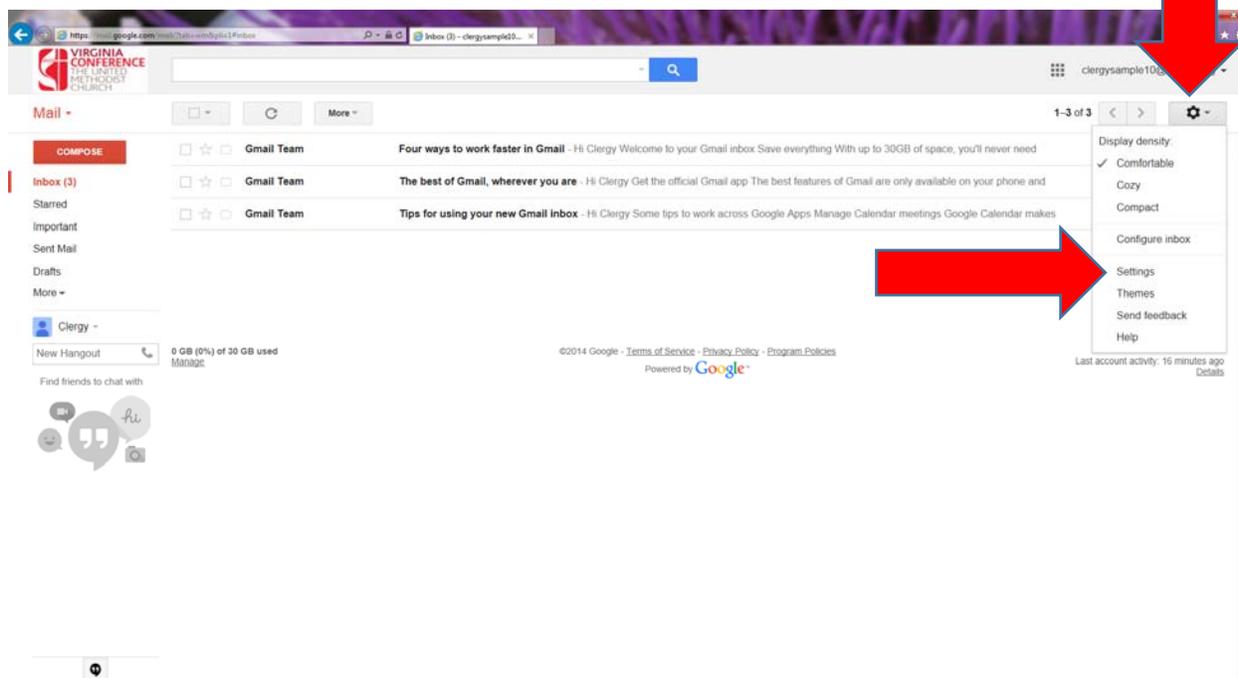
Process One

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.
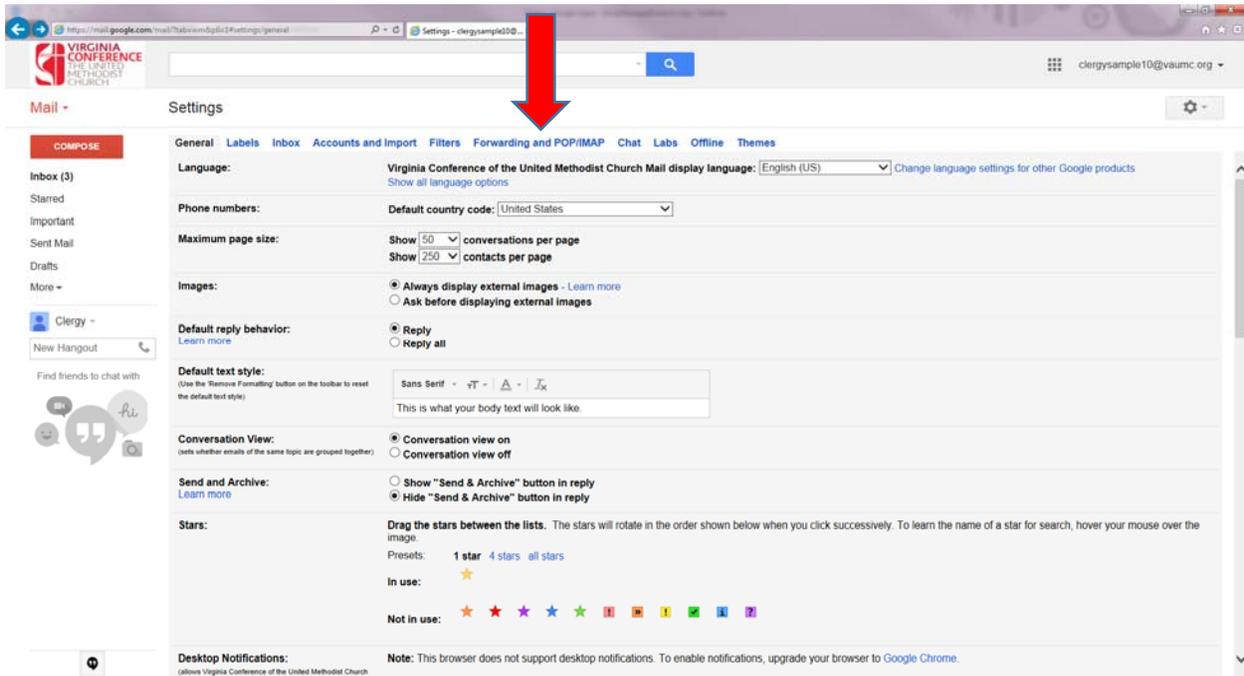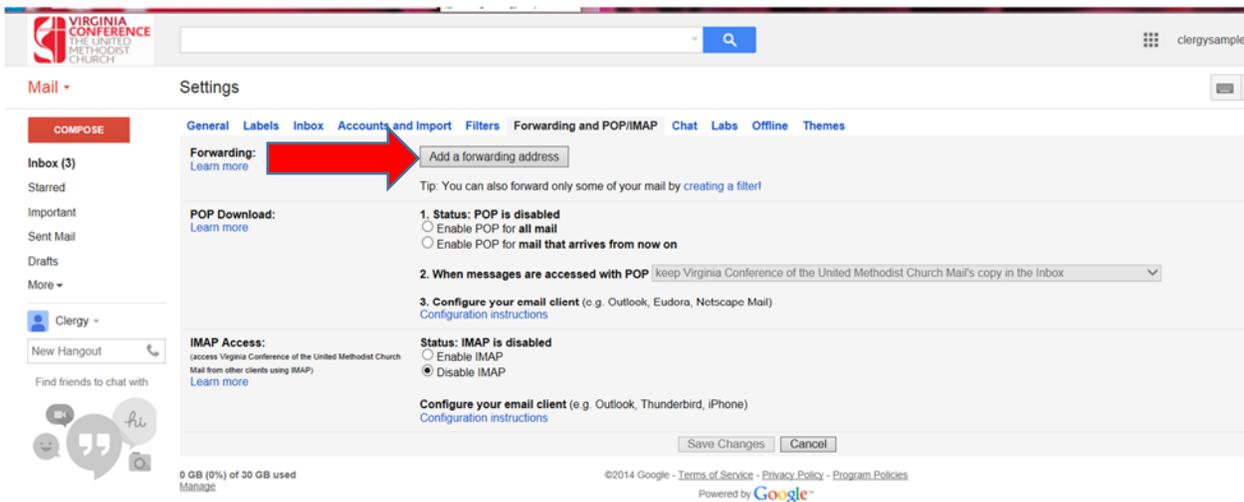
Click the **Gear icon**

Click **Settings**

3) Under Settings

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

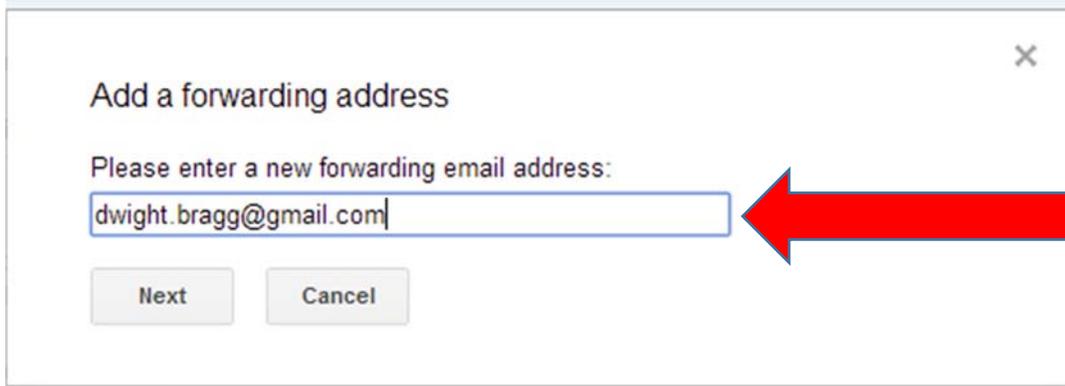
Click **Add a forwarding address** button

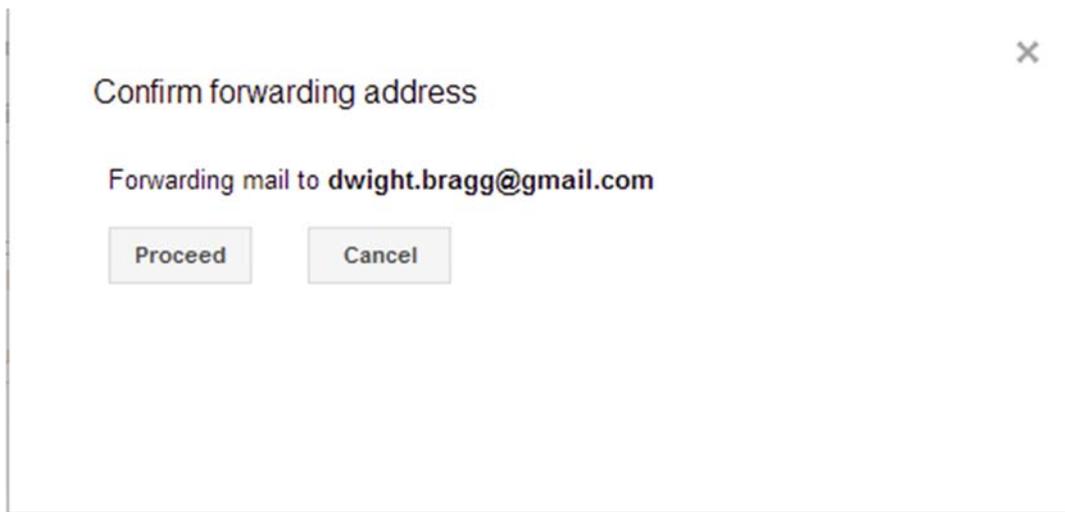Type in **your Church/Personal Email Address** where you want to forward your conference email.

Click N**ext**, it will ask you to confirm the email address and proceed.
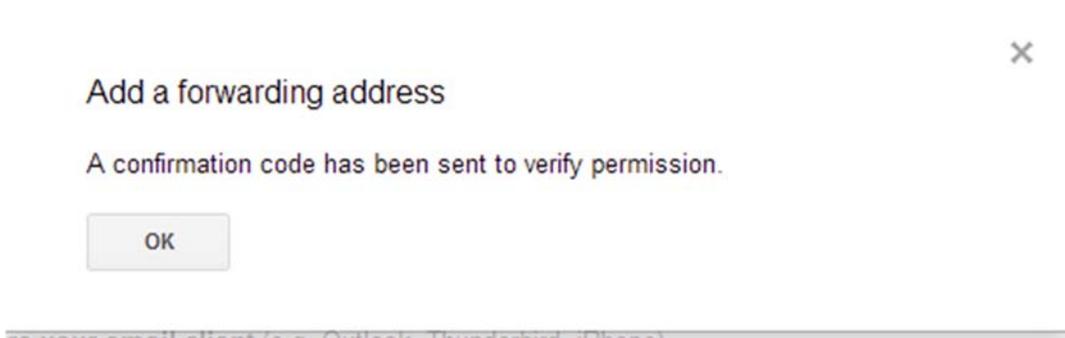
Click **Proceed**

Click **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
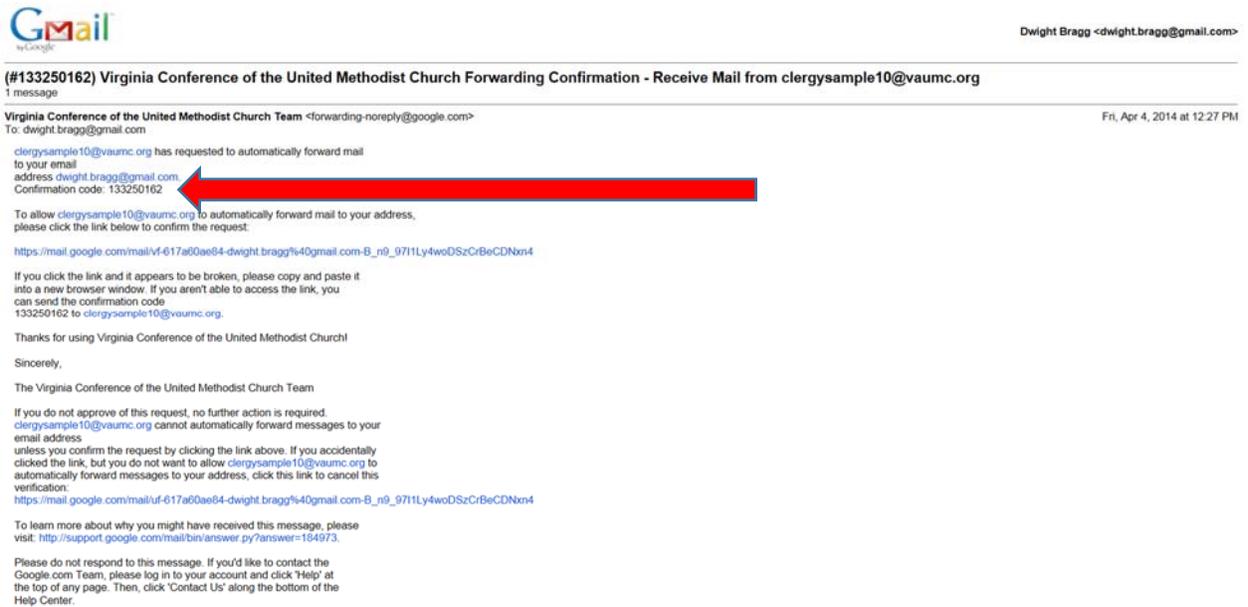
5) Open the email and look for the confirmation code. Write it down or **copy and paste** it using your computer.
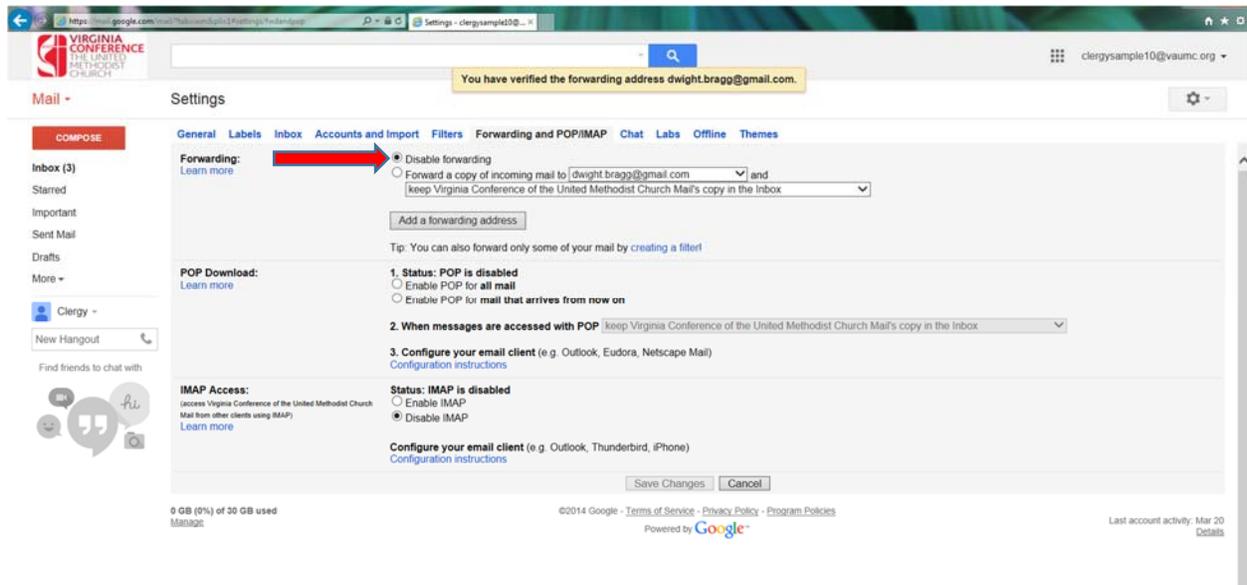
6) Click **Verify**
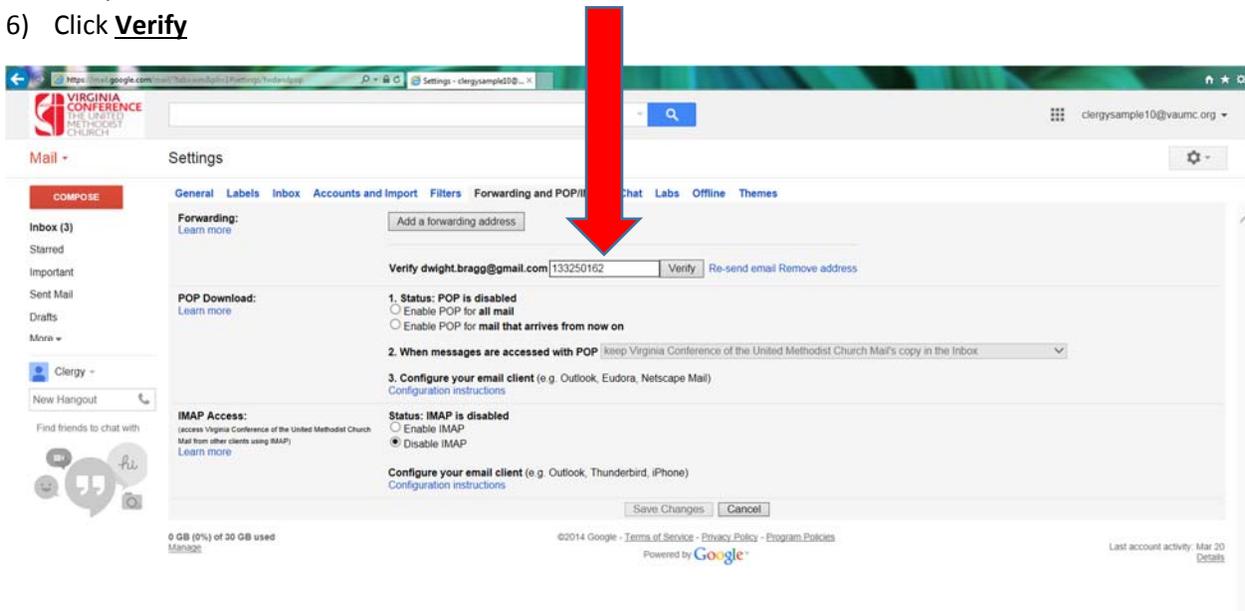
7) Once you have successfully entered your code and clicked verify, a **gold bar** will appear indicating that you have successfully verified your email address for forwarding.
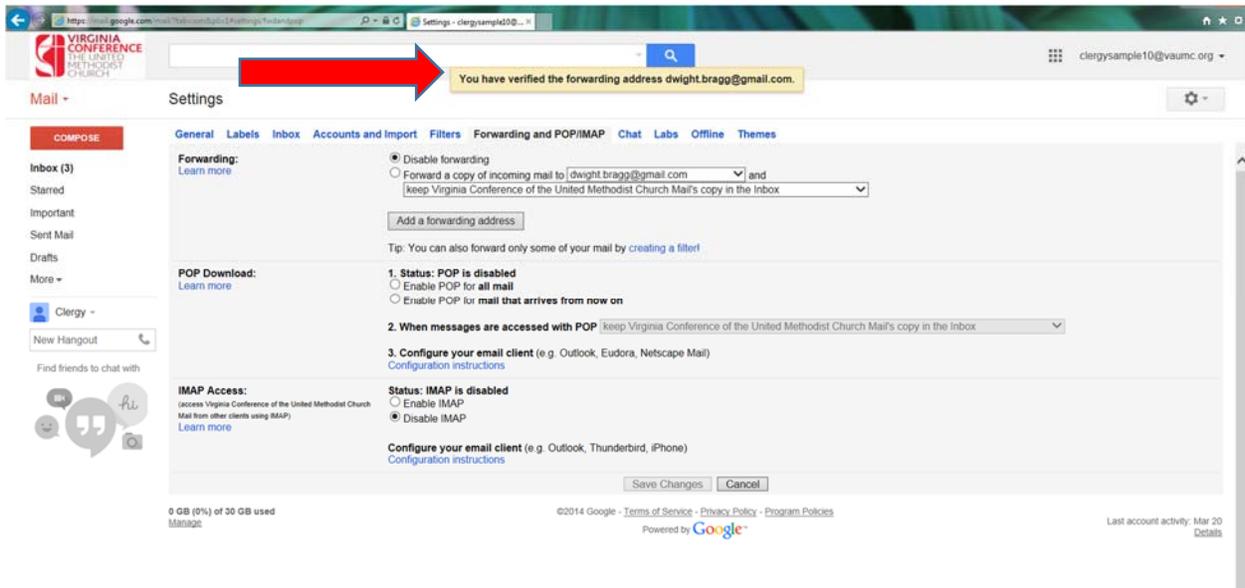
Process Two

# 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.
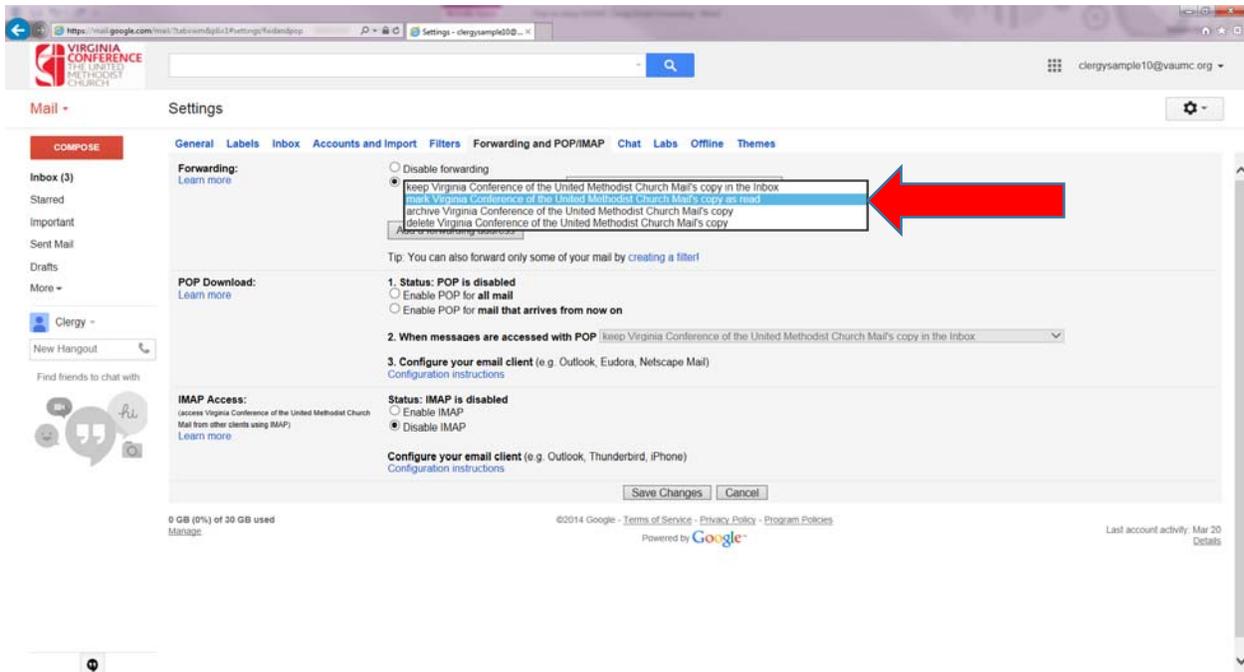
2)   Click **the circle** beside "Forward a copy of incoming mail."

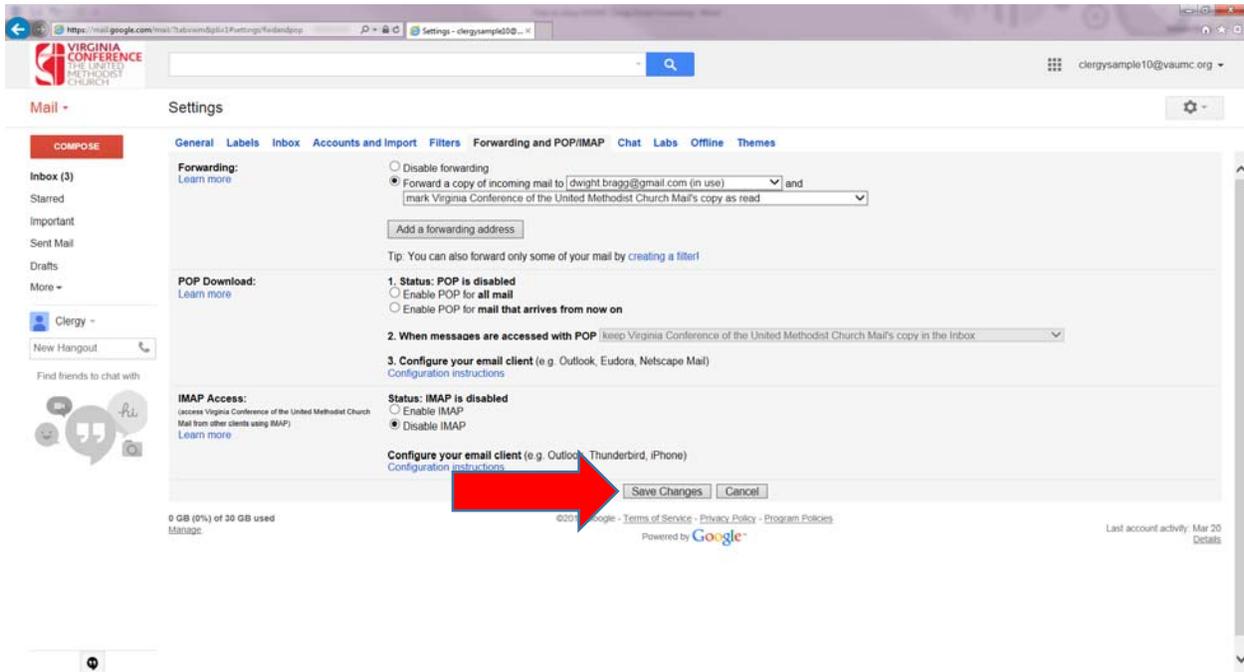Click the **dropdown box** to select the email address you want to forward email to.
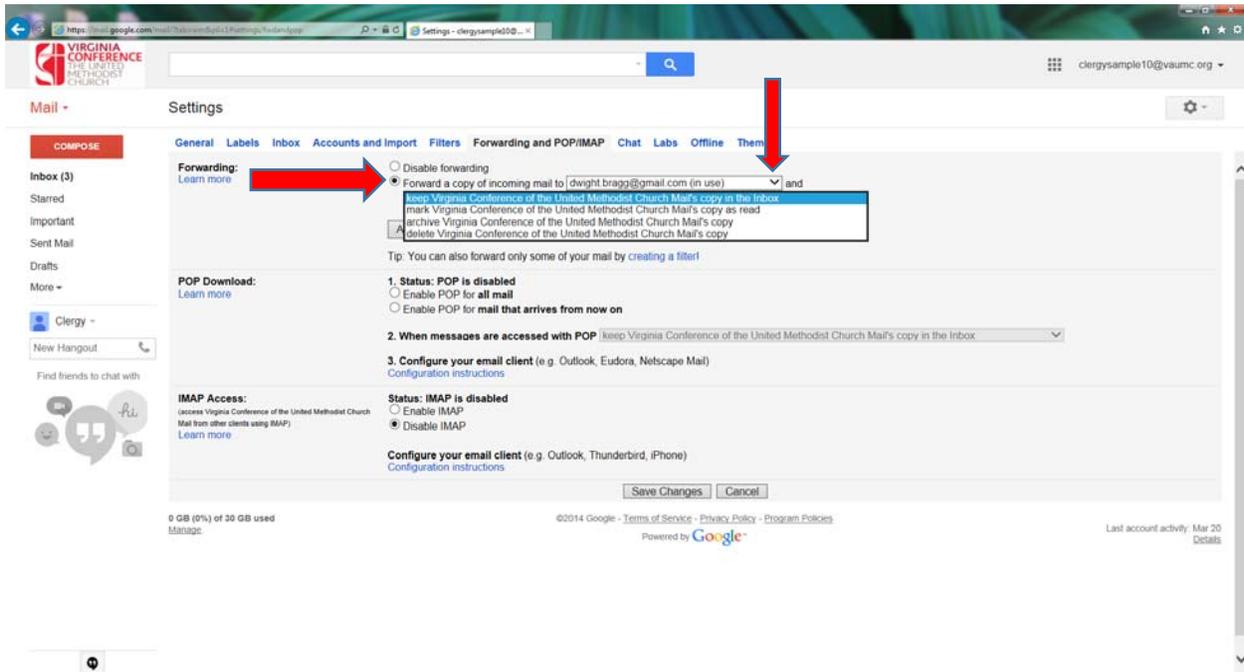
Click the **second dropdown box**, decide what you want to do with the email in the clergy email box as it is forwarded. I recommend **selecting "mark Virginia Conference of the UMC Mail's copy as read"**.
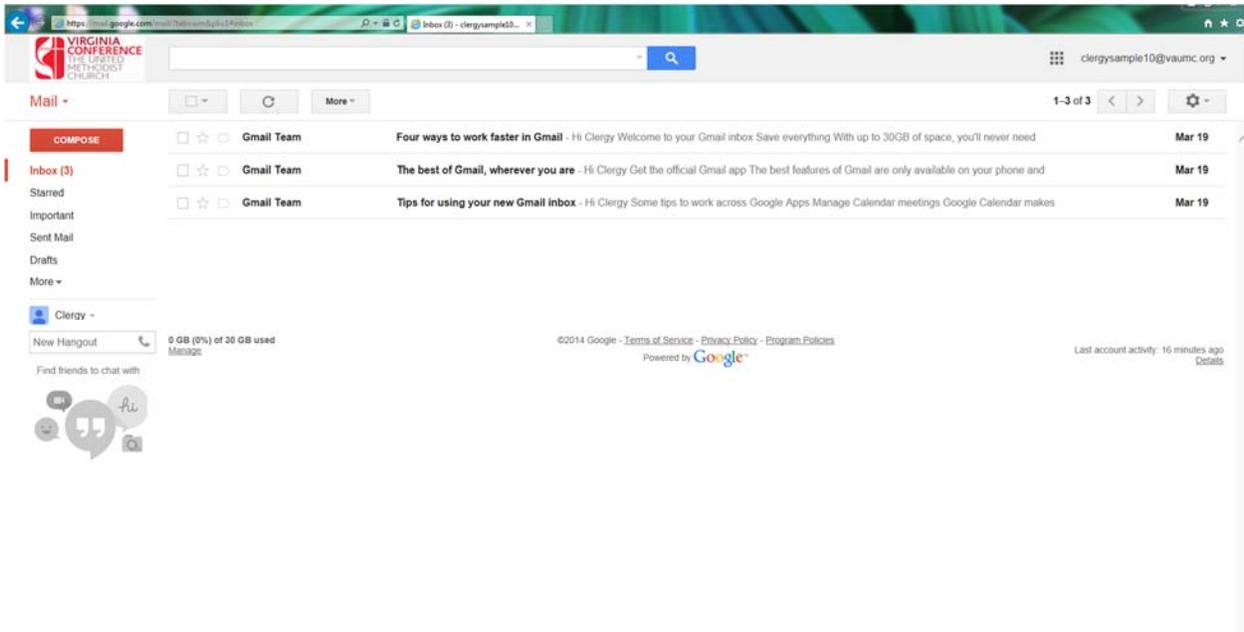
3) After making your selections, Scroll down to the bottom of the page.

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!