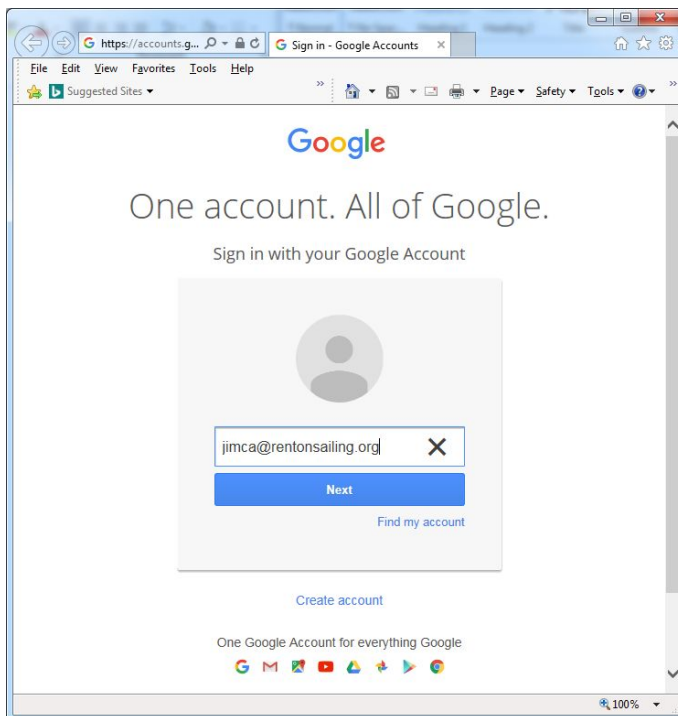


Every member at Renton Sailing Center gets a Google account including Gmail. Below you will find instructions for accessing your Gmail account and for optionally forwarding your club email to a different email account.

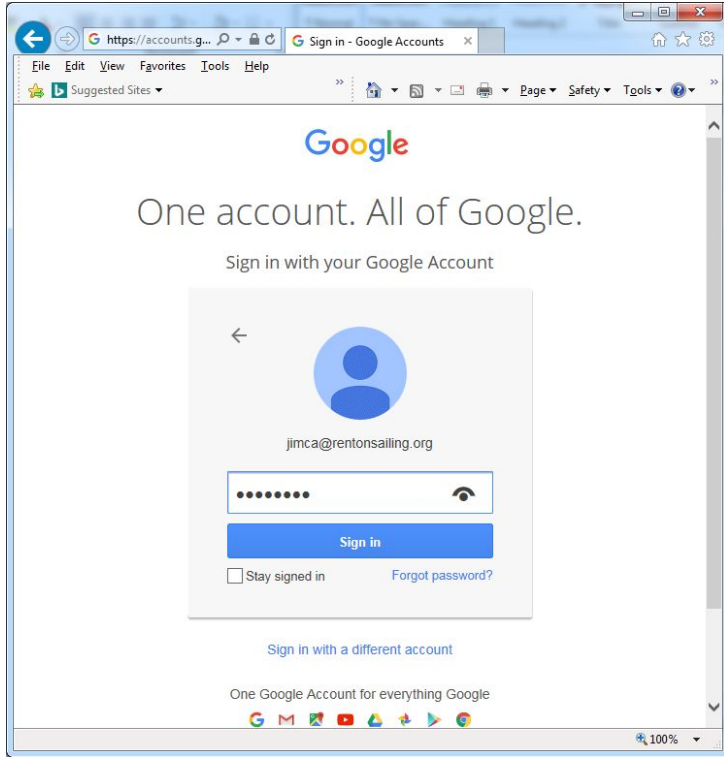
Getting to your new Google account and your new Gmail

Go to the Google login screen at <https://accounts.google.com/ServiceLogin#identifier>

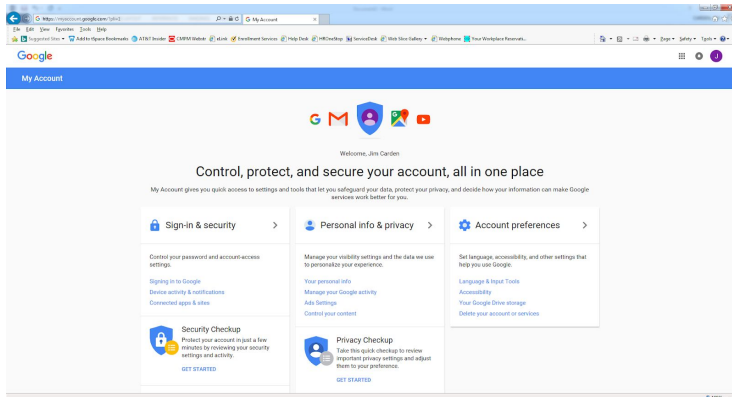
Use your rentonsailing.org email address and password to login. Yes, it seems weird at first but your rentonsailing.org email address is actually your Google username. Mine is jimca@rentonsailing.org . Enter the entire email address and your password when you log into Google at the above link.



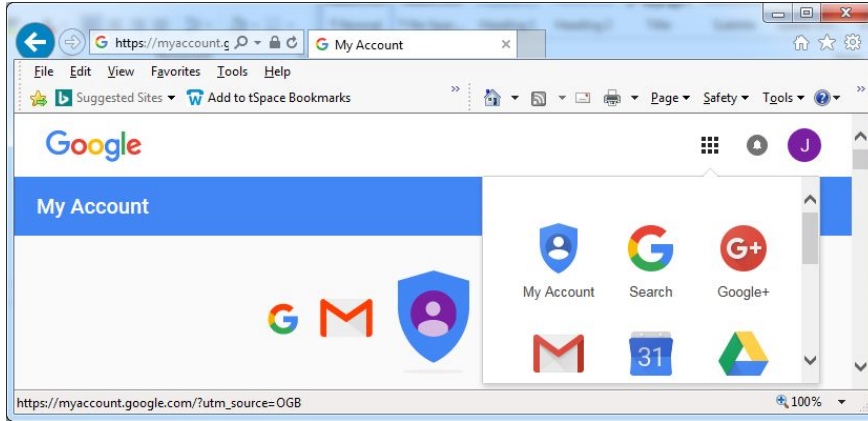
Click “Next” and enter your Google password.



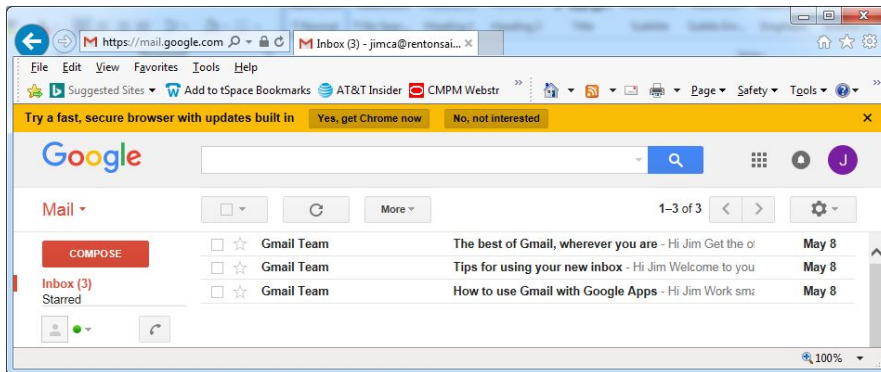
Click "Sign in" and see all that is now available to you in Google's G-Suite (formerly known as Google Apps).



In the upper right portion of the screen you'll see a small matrix of dots. Click that and select Gmail, It's the envelope icon with the big red "M" for mail.



You should see your new Gmail home page. Here you can do anything you ever wanted to do with email and there is a ton of help available on the web to get you going.

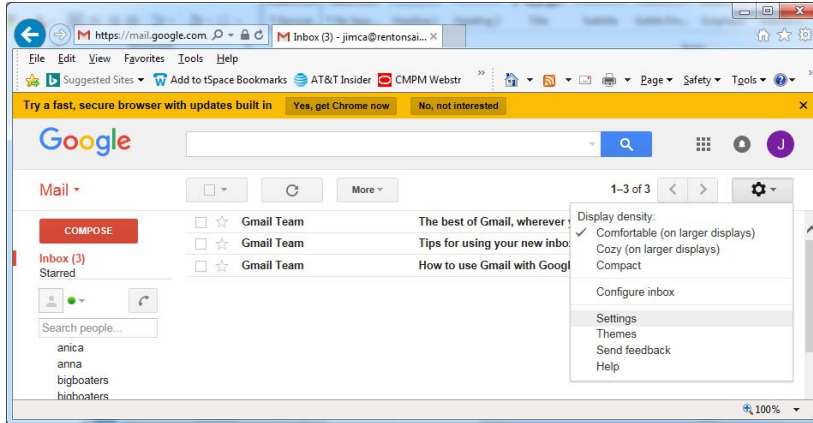


Automatically forward from Gmail to another email address.

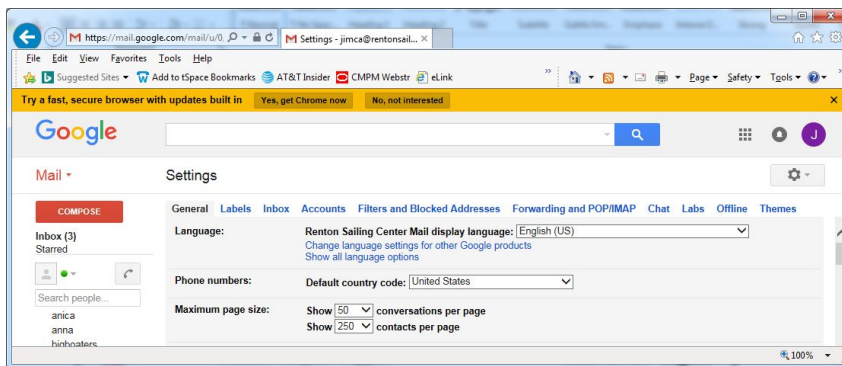
One of the things you can do is set up email forwarding so all the mail that goes to your rentonsailing.org email address simply forwards to some other email address that you prefer to use. That is entirely up to you.

If you want to use the automatic forwarding feature follow these steps...

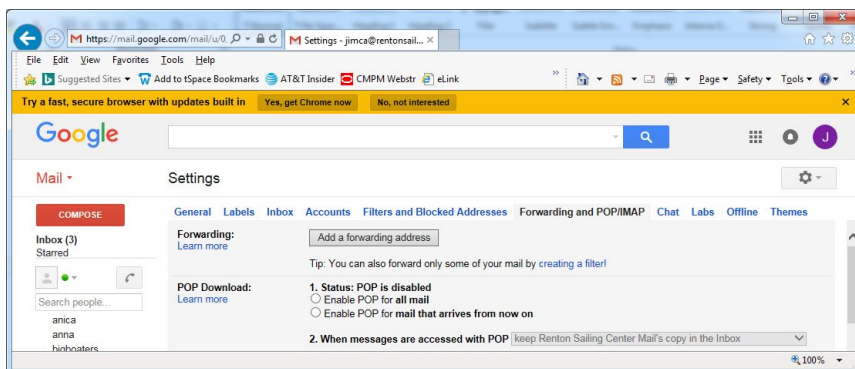
Select the icon in the upper right area that looks like a machine-gear and select “Settings”



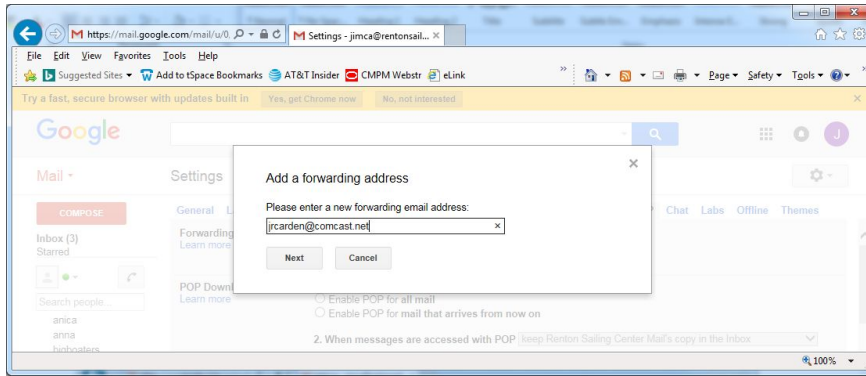
Then select “Forwarding and POP/IMAP” from the horizontal menu under “Settings”.



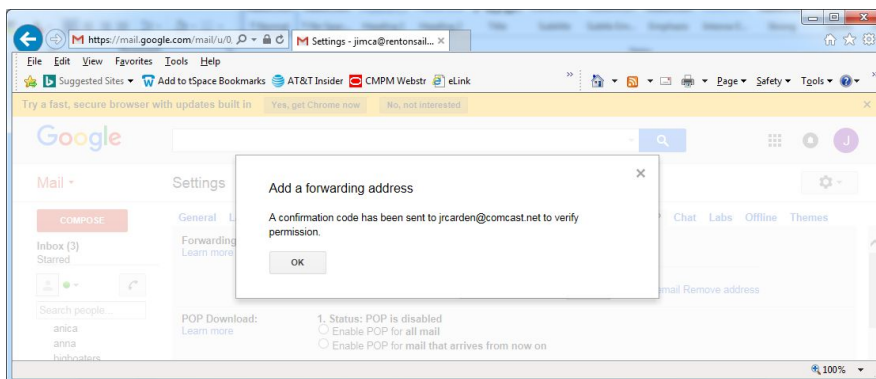
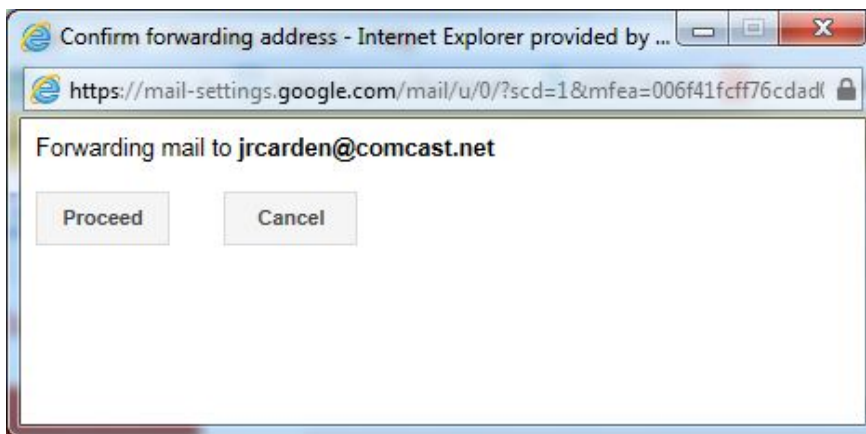
Select “Add a forwarding address”. Perform these next steps multiple times if you want your club emails forwarded to multiple target inboxes, e.g., your spouse, your children, your home, your work.



Enter the target email address where you want all your rentonsailing.org email to automatically forward.



Select "Next" and then "Proceed"



Gmail will then send a verification email to your target email address. Follow the instructions in that email and you should be all set up with automatic email forwarding.