

# MANAGING THE CHAPTER GMAIL

How to Transfer Gmail Ownership ...... page 1 Delegating Gmail Access – More than One Gmail ...... page 4 Set Up Gmail Forwarding – One or More Emails ...... page

## How to Transfer Gmail Ownership

By transferring ownership, the new user enters their phone and email verification information. The password does not have to change but is recommended.

Access the Account							
Option 1: Login through myaccount.google.com Option 2: If logged into Gmail, click on top right Profile icon (e.g. "M") to open Google	<ul> <li>⇒ Gmail</li> <li>+ C :</li> <li>Primary</li> <li>☆ D Apple Ba</li> <li>☆ D Maple Ba</li> <li>☆ D Maple</li> <li>☆ D Maple</li> <li>☆ D Apple</li> <li>☆ D STAT   M</li> <li>☆ D Google A</li> </ul>	Search mail  A Social  A S	Fiction Under \$4 - PI J Ikebana Techniques 475) Gmail Forwardin e ID was used to sign ays to get AppleCare ntivirals, more cases gin to sunset Univers	Promotions (GTES) Apple TV, Greater Good S lus, discover new releases, gra s - Hello, Mastering technique ng Confirmation - Receive Ma in to iCloud via a web browse + are almost up Get AppleC of hepatitis in kids, & an expe sal Analytics in 2023 - Get rea	Second Account VouTube Mail Contacts	<ul> <li>?</li> <li>Search</li> <li>Play</li> <li>Meet</li> <li>Drive</li> </ul>	a iii (M) Aaps Maps GG Chat Calendar
Click on Account	☆	Iorning Ro Mask mai Iorning Ro Omicron's	ndate appeal, psyche splintering, Moderna	delic therapist allegedly took	G 😓 s 'breakthrou	igh Ar	or 20
Your Google Account screen will look like this if 2-Step Verification has not NOT been set up	Welcome, NCAR Advocate Manage your info, privacy, and security to make Google work better for you. Learn more Turn on 2-Step × Verification © One thing we can all do to prevent widespread cyberattacks is to strengthen account security Count me in						
		Privacy & personalization See the data in your Go Account and choose withing is saved to persor your Google experience Manage your data & p	ogle latac- alize ivacy	Your account is protected The Security Checkup checked your account and found no recommended actions See details	9		



Your Google Account screen will look like this if 2-Step Verification HAS BEEN set up	Welcome, NCAR Training Manage your info, privacy, and security to make Google work You're protected by 2- Step Verification Vour Google Account has 2-Step Verification, a proven way to protect your account and keep the internet safer from cyberattacks	ng petter for you. Learn more ×
Select "Security" and 2-Step Verification (Backup codes can only be generated after setting up this 2-Step Verification)	<ul> <li>Personal info</li> <li>Data &amp; privacy</li> <li>Security</li> <li>Payments &amp; subscriptions</li> <li>I About</li> <li>Signing in to Google</li> <li>Password</li> <li>Last changed</li> <li>Use your phone to sign in ● Off</li> <li>2-Step Verification ● Off</li> <li>Mays we can verify it's you</li> <li>These can be used to make sure it's really you signing in or to reach you if there's suspicious activity in your account</li> <li>Recovery phone</li> <li>Add a mobile</li> <li>Recovery email</li> </ul>	Apr 8 > > > > > > > phone number > address >
Enter your phone number and select how you want to receive a verification code.	<ul> <li>C-Step Verification</li> <li>Constrained</li> <li>Constrained<!--</td--><td>NEXT</td></li></ul>	NEXT
If you select "Show more options," you have two additional options on how to verify your account.	How do you want to get codes? <ul> <li>Text message</li> <li>Phone call</li> </ul> <li>Show more options <ul> <li>Security Key</li> <li>A small physical device used for signing in</li> <li>Google Prompt</li> <li>Get a Google Prompt on your phone and just tap Yes to sign in</li> </ul></li>	NEXT



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To verify the phone number, enter the code sent to the phone.		<ul> <li>← 2-Step Verification</li> <li>▲ ② ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</li></ul>	NEXT	
This is the confirmation of the 2-Step Verification.	← 2	-Step Verification	••	
	It v Now Acco	vorked! Turn on 2-Step Verification? that you've seen how it works, do you want to turn on 2-Step Verifiount ncar.trainer@gmail.com? Step 3 of 3	cation for your Google TURN ON	
Once the 2-Step Verification is set up, in Security you will be able to click on 2-Step Verification to get to the Backup Codes	Home     Fersonal info     Data & privacy     Security	Signing in to Google	() **I	
	Reopie & sharing	Password	Last changed Apr 23	>
	Payments & subscriptions	2-Step Verification	🥝 On	>
	(i) About	App passwords	None	>
		Ways we can verify it's you These can be used to make sure it's really you sig or to reach you if there's suspicious activity in you account Recovery phone Recovery email	aning in ur Add a mobile phone number Add an email address	> >

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### Delegating Gmail Access to More than One Gmail

Delegated person with Gmail can:

- Read, Send, Reply, Delete emails, Manage Contacts
- Original email address is shown as Sender (not the delegate's)
- CANNOT: Change password nor Settings





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#### Set Up Gmail Forwarding

https://www.producingparadise.com/tools/forwarding-to-multiple-addresses-in-gmail/





Recipient of forwarded email must accept by clicking the link.	<ul> <li>(#176404420) Gmail Forwarding Confirmation - Receive Mail from vahoo/Inbo ncar.trainer@gmail.com</li> <li>(#176404420) Gmail Forwarding Confirmation - ply@google.com&gt;</li> <li>(#176404420) Gmail Forwarding Confirmation - ply@google.com&gt;</li> <li>Fri, May 6 at 2:54 Pt</li> <li>To: mst29-shop@yahoo.com</li> </ul>				
	ncar.trainer@gmail.com       has requested to automatically forward mail to your email address mst29-shop@yahoo.com.         Confirmation code:       176404420         To allow ncar.trainer@gmail.com       to automatically forward mail to your address, please click the link below to confirm the request:         https://mail-settings.google.com/mail/vf-%5BANGjdJ8FvsRUQDbOPuN5aTIsH2tkM-Y0BpL6gvpoSlrE5cb9Z74kgFQEG6l2RkfyEQbczXkFWboTiQ-3_xl2%5D-JoJ_fS8TzW6BcEuYs5RCQSeheFs				
Click on Verify to complete the forwarding.	General Labels Inbox Accounts and Import Filters and Blocked Addresses       Forwarding and POP/IMAP       Add-ons         Chat and Meet       Advanced       Offline       Themes         Forwarding: <ul> <li>Disable forwarding</li> <li>Forward a copy of incoming mail to</li> <li>keep Gmail's copy in the Inbox</li> <li>Add a forwarding address</li> <li>Add a forwarding address</li> </ul> <ul> <li>Add a forwarding address</li> <li> </li></ul> <ul> <li>Add a forwarding address</li> <li> </li></ul> <ul> <li>Add a forwarding address</li> <li> </li></ul> <ul> <li>Import the import of the import</li></ul>				
	Verify mst29-shop@yahoo.com confirmation code Verify Resend email Remove address				
Go to Tab "Filters and Blocked Addresses" Click on "Create a new filter"	General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes The following filters are applied to all incoming mail: Select: All, None Export Delete Create a new filter Import filters				
Enter in To: Chapter Gmail Click on Create Filter Doesn't ha	From   To   ncar.trainer@gmail.com/   Subject   Has the words   Doesn't have				
	Has attachment Don't include chats      Create filter      Search				



	Key When a message is an exact match for your search criteria:			
Soloct "Forward it to:"	Ship the lokey (Archine it)			
Select Torward It to:	Mark as read			
Click down-arrow on	Apply the label: Choose label			
"Choose an address"	Forward it to: Choose an address  dd forwarding address			
	Delete it			
	Never send it to Spam			
	Always mark it as important			
	Never mark it as important			
	Categorize as: Choose category			
	Also apply filter to <b>0</b> matching messages.			
	Learn more     Create filter			
If you have set up the	← When a message is an exact match for your search criteria:			
forwarding addresses, it	Skip the Johov (Archive it)			
will show up as an option.				
(In this example, two	Mark as read			
forwarding Gmails have	Star it			
been set up).	Apply the label: Choose label 👻			
	Forward it to: ncar.advocates@gmail.com rding address			
You create a filter for	Delete it ncar.videos@gmail.com			
each Gmail one at a time	Never send it to Spam			
cach dhian one at a time.				
Click on Croate Filter				
Click on Create Filter	Never mark it as important			
	Categorize as: Choose category 💌			
If the desired email is not	Also apply filter to <b>18</b> matching messages.			
amongst the options, click	Note: old mail will not be forwarded			
on "Add forwarding				
address" and set it up.	Create niter			
After configuring each	Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons			
After configuring each	Chat and Meet Advanced Offline Themes			
email with a filter for each				
address, they will be	The following filters are applied to all incoming mail:			
listed as shown	1 Matches: to:(ncar.trainer@gmail.com)			
	Do this: Forward to ncar.videos@gmail.com			
After successfully setting	Matches: to:(ncar.trainer@gmail.com)			
up the forwarding with	2 Do this: Forward to ncar.advocates@gmail.com			
filters, it will be shown as	Select: All, None			
in this example	Export Delete			
(forwarding to two	Create a new filter Import filters			
(in warding to two				



	Settings			
Make sure that the	General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP dd-ons			
following are as shown: Disable Forwarding* Disable POP Disable IMAP * Forwarding is enabled here only when forwarding to only one email	Chat and Meet Advanced Offline Themes			
	Forwarding: Learn more	Disable forwarding     Forward a copy of incoming mail to mari.tamura@gmail.com     and		
		Add a forwarding address		
		Verify mst29-shop@yahoo.com confirmation code Verify Re-send email Remove address		
	POP download: Learn more	1. Status: POP is disabled O Enable POP for all mail O Enable POP for mail that arrives from now on		
		2. When messages are accessed with POP keep Gmail's copy in the Inbox		
		3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions		
	IMAP access: (access Gmail from other clients using IMAP) Learn more	s: Status: IMAP is disabled from other O Enable IMAP MAP) © Disable IMAP		
		Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions		
	Save Changes Cancel			
If you only need to Forward to one person, a filter is not necessary.	Settings General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes			
Enable "Forward a copy to incoming mail" and make sure the correct email is selected.	Forwarding: Learn more	<ul> <li>Disable forwarding</li> <li>Forward a copy of incoming mail to chapter@gmail.com keep Gmail's copy in the Inbox</li> <li>Add a forwarding address</li> </ul>		
		rip: You can also forward only some of your mail by creating a filter!		