

MANAGING THE CHAPTER GMAIL

Updated June 20, 2023

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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

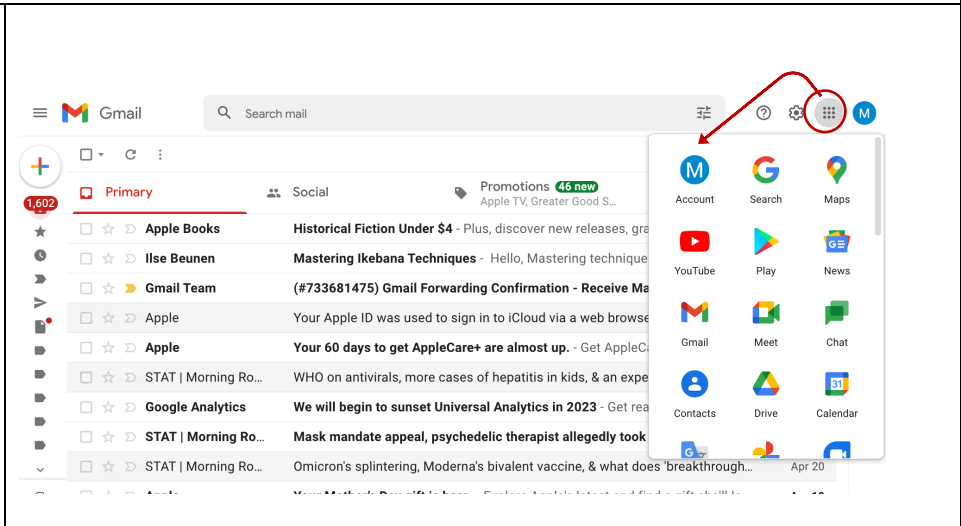
Option 1:

Login through myaccount.google.com

Option 2:

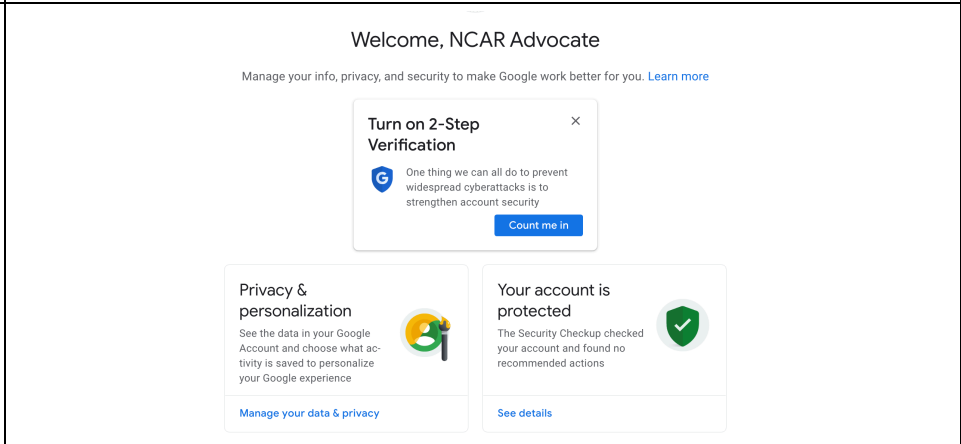
If logged into Gmail, click on top right Profile icon (e.g. “M”) to open Google App options

Click on Account

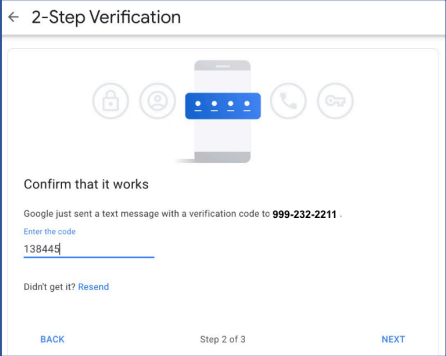
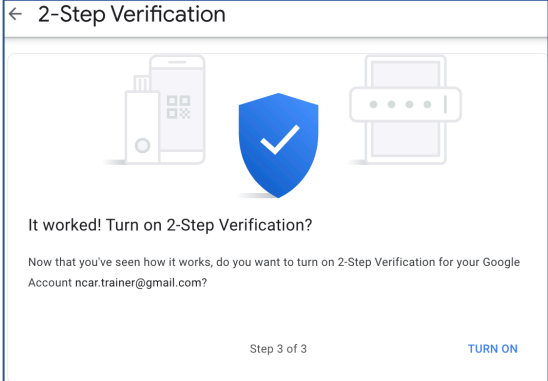
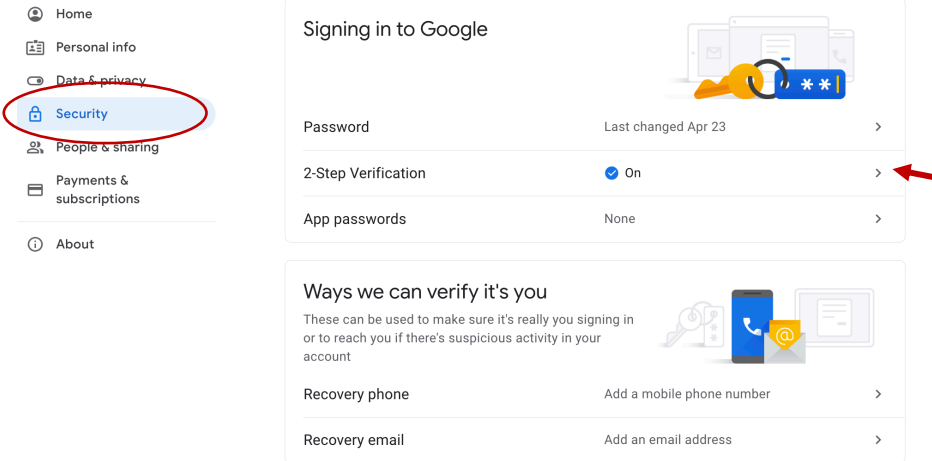


Your Google Account screen will look like this if...

2-Step Verification has not NOT been set up



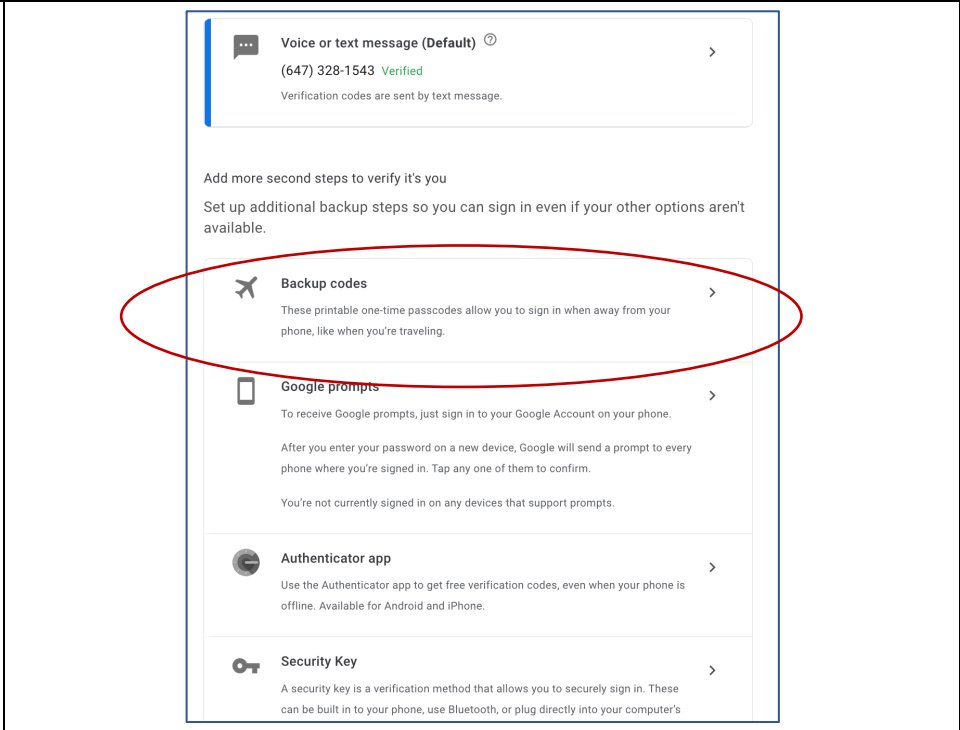
<p>Your Google Account screen will look like this if....</p> <p>2-Step Verification HAS BEEN set up</p>	
<p>Select "Security" and 2-Step Verification</p> <p>(Backup codes can only be generated after setting up this 2-Step Verification)</p>	
<p>Enter your phone number and select how you want to receive a verification code.</p>	
<p>If you select "Show more options," you have two additional options on how to verify your account.</p>	

<p>To verify the phone number, enter the code sent to the phone.</p>	
<p>This is the confirmation of the 2-Step Verification.</p>	
<p>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</p>	

Backup Codes
(This can only be done after the 2-Step Verification is set up)

Click on Backup Codes to generate the 10 codes.

Backup codes can be re-generated. Once regenerated, the old ones are no longer valid.

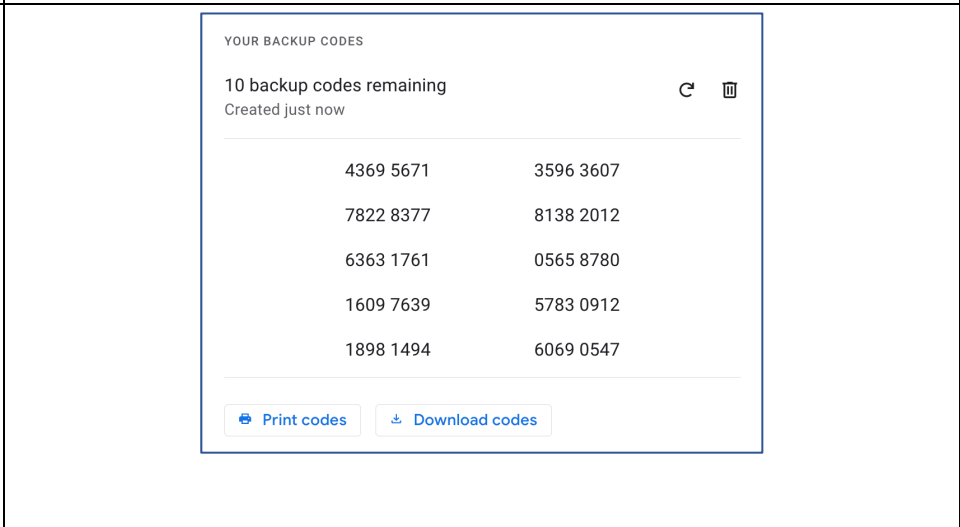


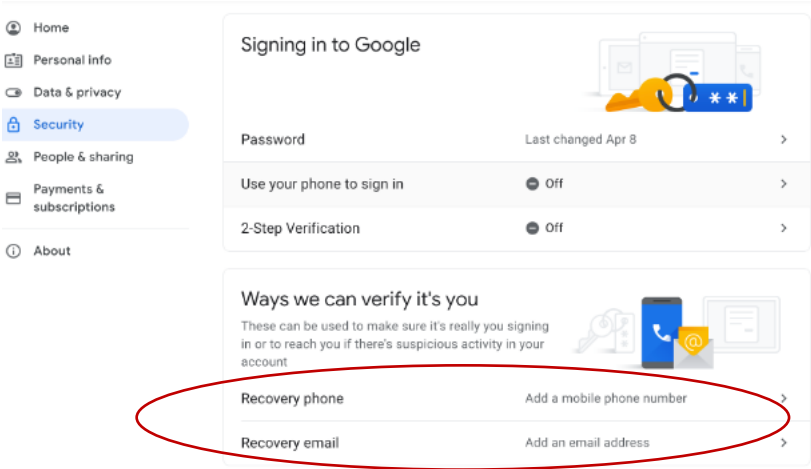
Print and share the 10 Backup Codes.

Each code can only be used once.

Allocate 2 or 3 codes to different people on the board.

Use the code upon "Forgot my password." Enter the 8 digits without the space

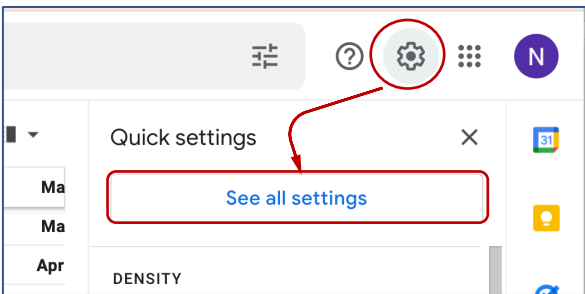
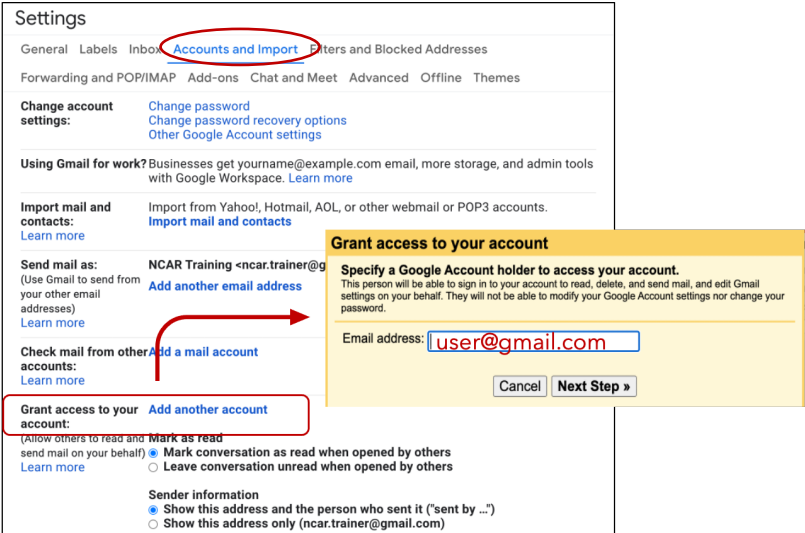


<p>Recovery Phone and Email</p> <p>The Recovery Phone and Recovery Email should belong to different people.</p> <p>Save this information along with the Backup Codes.</p>	
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Delegating Gmail Access to More than One Gmail

Delegated person with Gmail can:

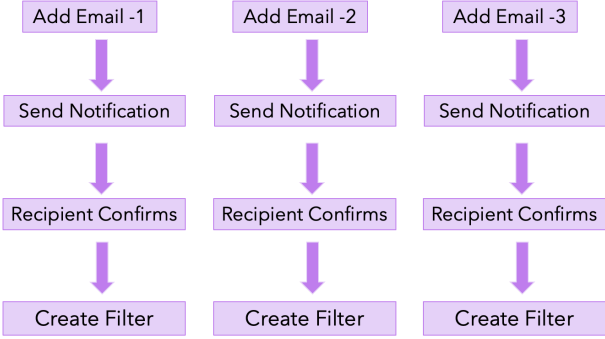
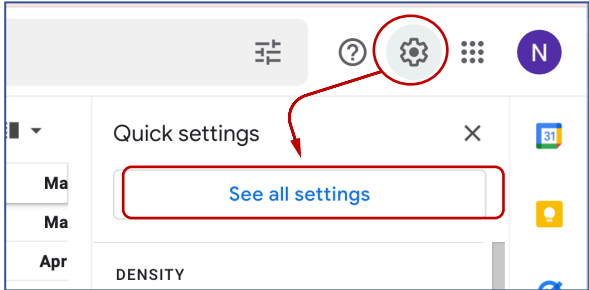
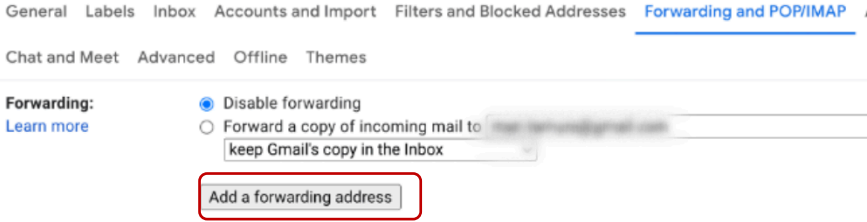
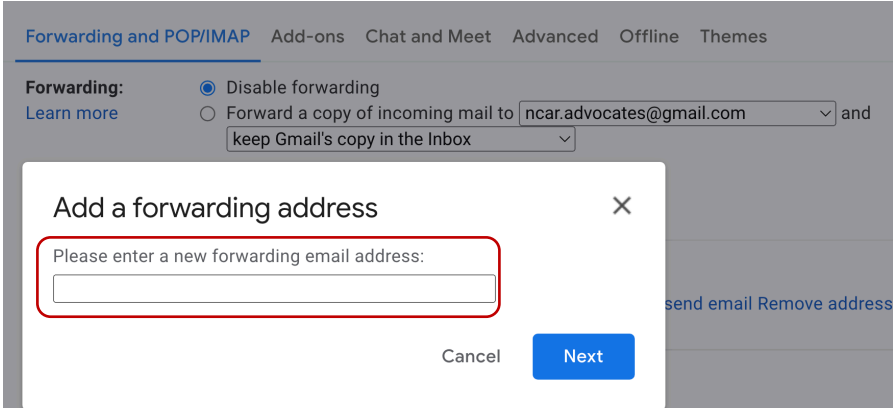
- Read, Send, Reply, Delete emails, Manage Contacts
- Original email address is shown as Sender (not the delegate's)
- CANNOT: Change password nor Settings

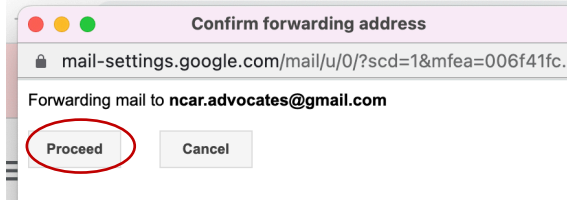
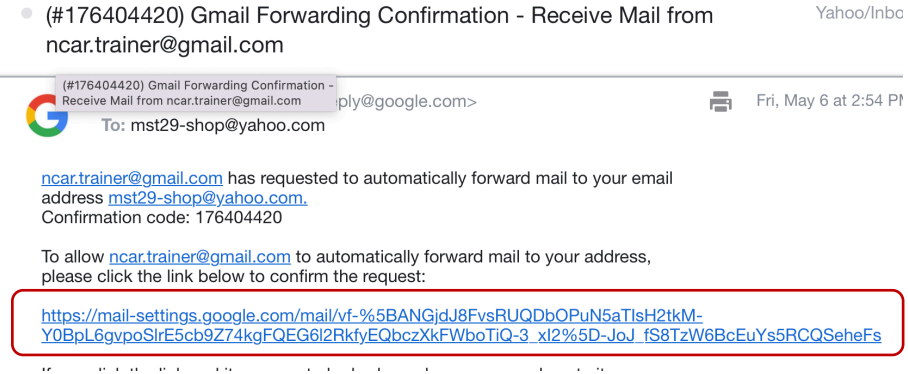
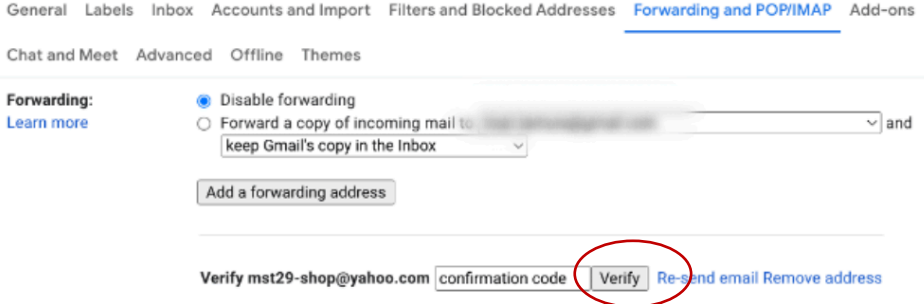
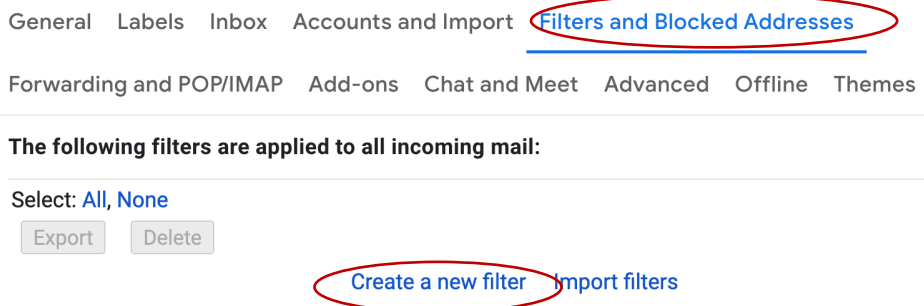
<p>Click on the settings “Gear” AND click on “See all settings”</p>	
<p>Click on “Accounts and Import” tab.</p> <p>In “Grant access to your account” click on “Add another account.”</p> <p>The access can only be granted to another Gmail address.</p>	

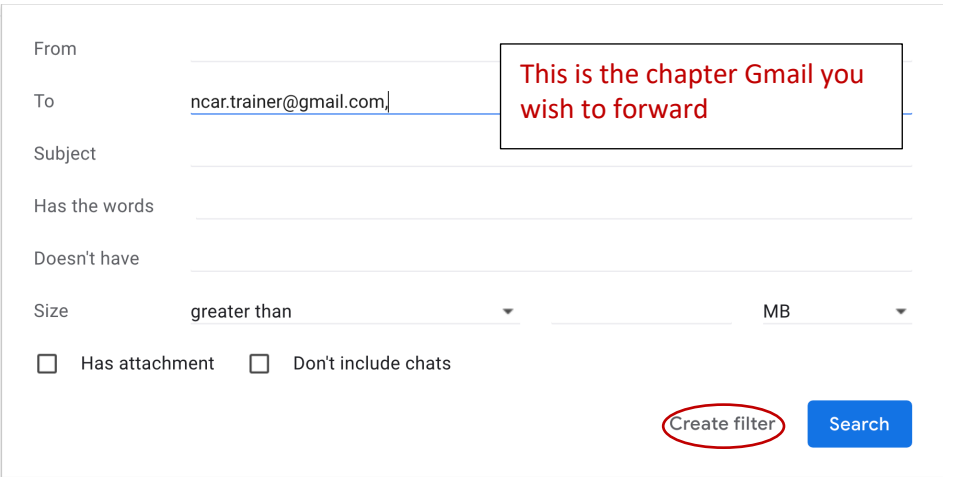
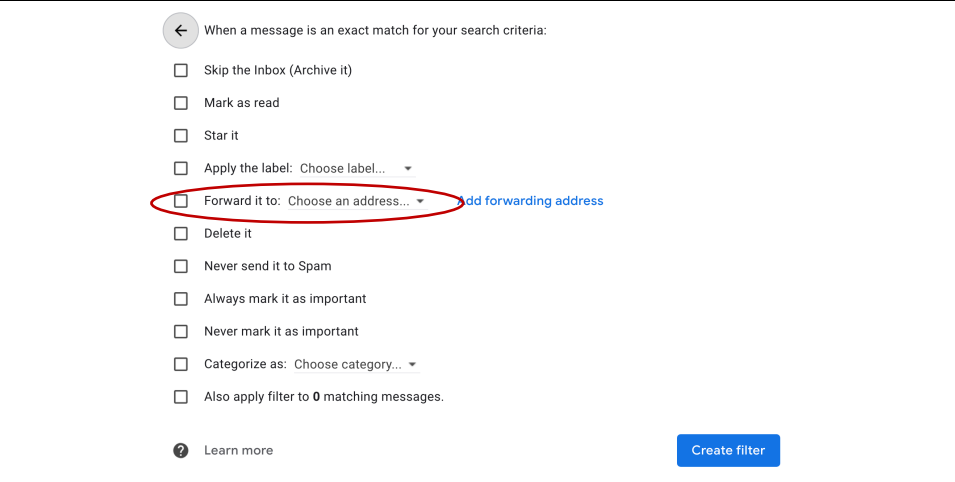
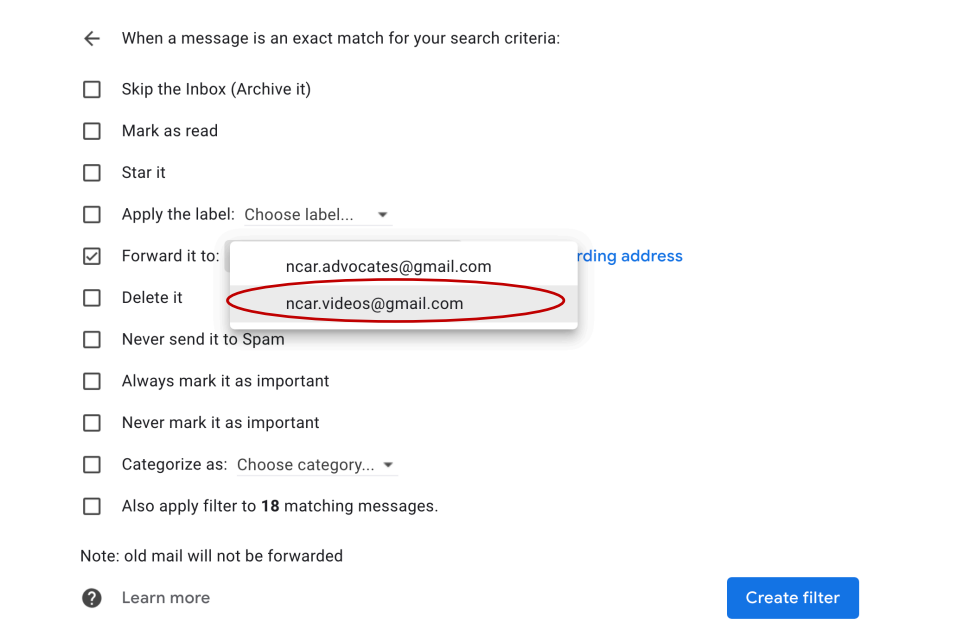
<p>The person being delegated will receive and email to confirm.</p> <p>Repeat the process for each additional Gmail to be delegated.</p>	
<p>You can add as many 1000 Gmail addresses. 🤖</p>	
<p>To view and send emails from the Chapter Gmail, the delegate accesses the account by clicking on their account Profile icon (“N”) to open up the pop-up menu.</p> <p>Select the ‘Delegated’ account</p>	

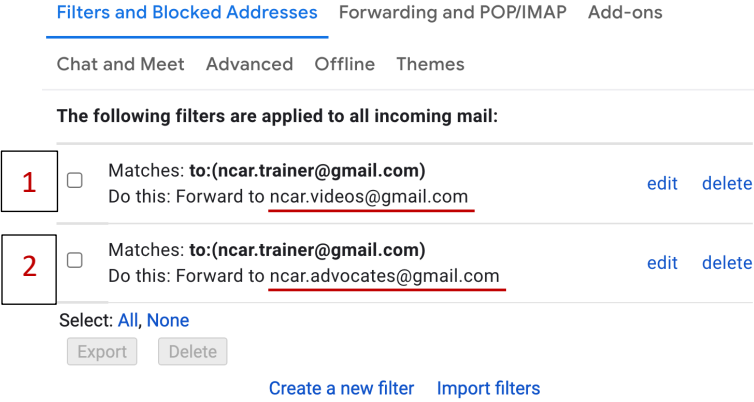
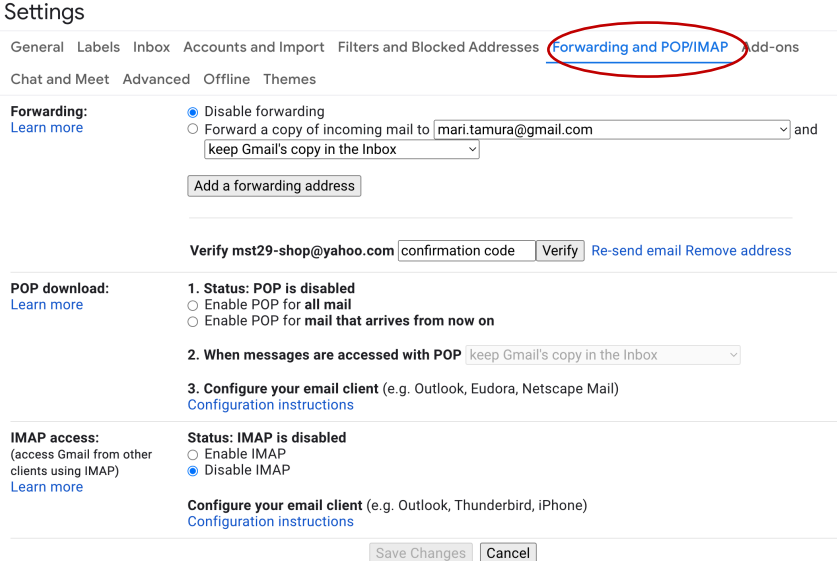
Set Up Gmail Forwarding

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

<p>To view and send emails from the Chapter Gmail, the delegate accesses the account by clicking on their account icon (“N”) to open up the pop-up menu.</p> <p>Select the ‘Delegated’ account</p>	 <pre> graph TD A1[Add Email -1] --> B1[Send Notification] A2[Add Email -2] --> B2[Send Notification] A3[Add Email -3] --> B3[Send Notification] B1 --> C1[Recipient Confirms] B2 --> C2[Recipient Confirms] B3 --> C3[Recipient Confirms] C1 --> D1[Create Filter] C2 --> D2[Create Filter] C3 --> D3[Create Filter] </pre>
<p>Click on the settings “Gear” AND click on “See all settings”</p>	
<p>In Tab “Forwarding and POP/IMAP”</p> <p>Click on “Add a forwarding address”</p>	
<p>Enter new forwarding email address.</p> <p><i>It does not need to be a Gmail.</i></p>	

<p>“Proceed” to send the message.</p>	
<p>Recipient of forwarded email must accept by clicking the link.</p>	
<p>Refresh the browser (Chrome, Safari, Firefox) OR Enter code and Verify to complete the forwarding.</p>	
<p>Go to Tab “Filters and Blocked Addresses” Click on “Create a new filter”</p>	

<p>Enter in To: <i>Chapter Gmail</i></p> <p>Click on Create Filter</p>	
<p>Select "Forward it to:"</p> <p>Click down-arrow on "Choose an address"</p>	
<p>If you have set up the forwarding addresses, it will show up as an option. <i>(In this example, two forwarding Gmails have been set up).</i></p> <p>You create a filter for each Gmail one at a time.</p> <p>Click on Create Filter</p> <p>If the desired email is not amongst the options, click on "Add forwarding address" and set it up.</p>	

<p>After configuring each email with a filter for each address, they will be listed as shown</p> <p>After successfully setting up the forwarding with filters, it will be shown as in this example (forwarding to two Gmails).</p>	
<p>Make sure that the following are as shown:</p> <p>Disable Forwarding* Disable POP Disable IMAP</p> <hr/> <p>* Forwarding is enabled here only when <i>forwarding to only one email</i></p>	
<p>If you only need to Forward to one person, a filter is not necessary.</p> <p>Enable "Forward a copy to incoming mail" and make sure the correct email is selected.</p>	