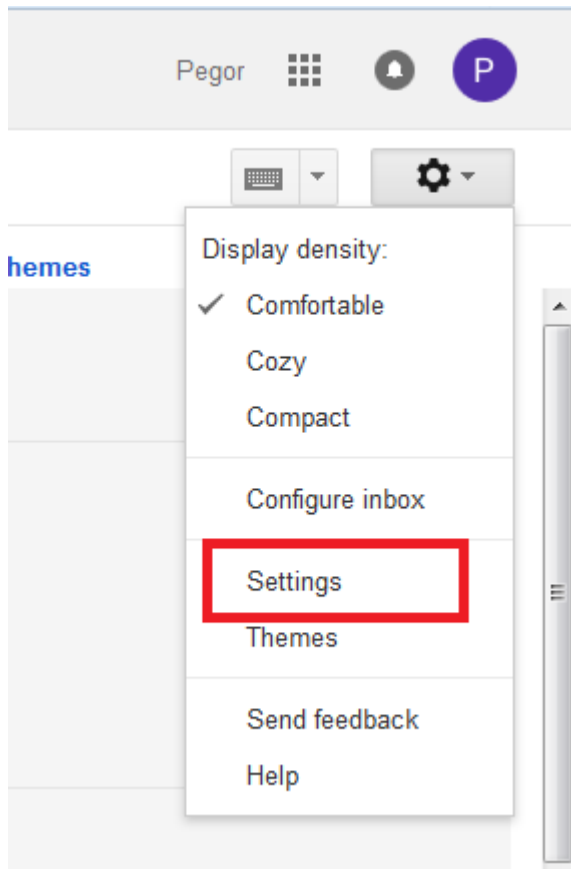


Manual for Forwarding Unit Emails to Other Email

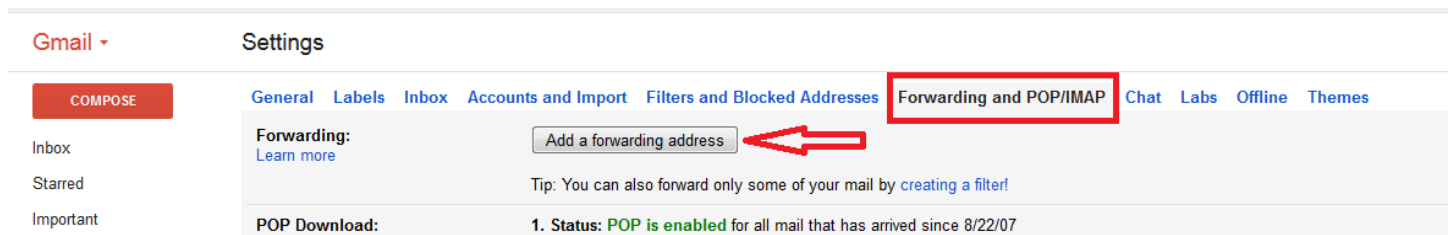
Section A:

Each unit in Rabieh 1 Group has their own unit specific email, for use by the unit leaders. This manual will instruct the reader as to the procedure of setting up email forwarding from the unit email to any other email address.

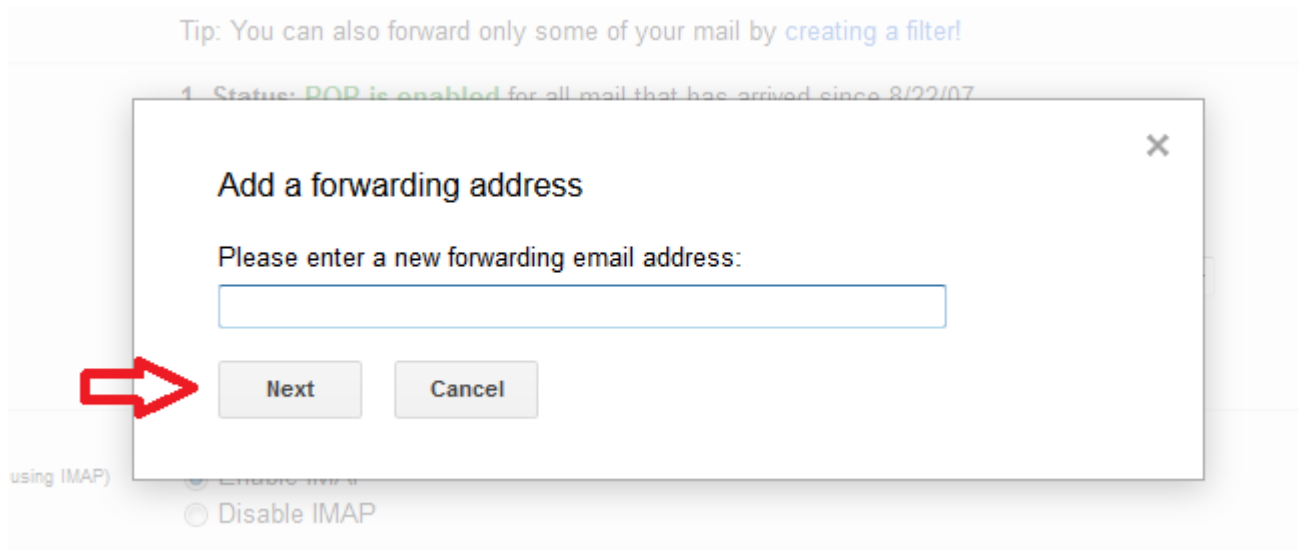
Step 1: After logging into the unit email, in the upper right corner locate the Settings button as shown below.



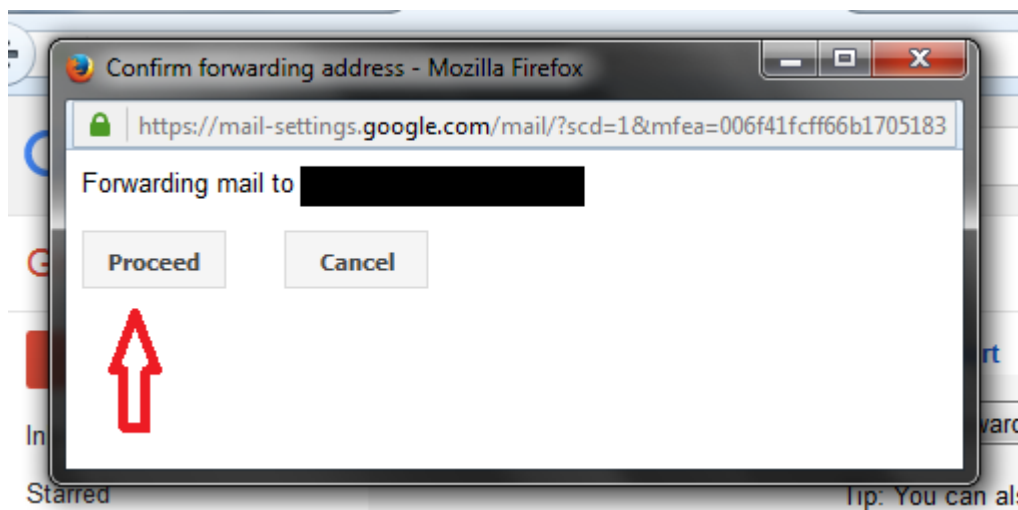
Step 2: Click on the Forwarding and POP/IMAP tab and press the Add a forwarding address button, as shown below.



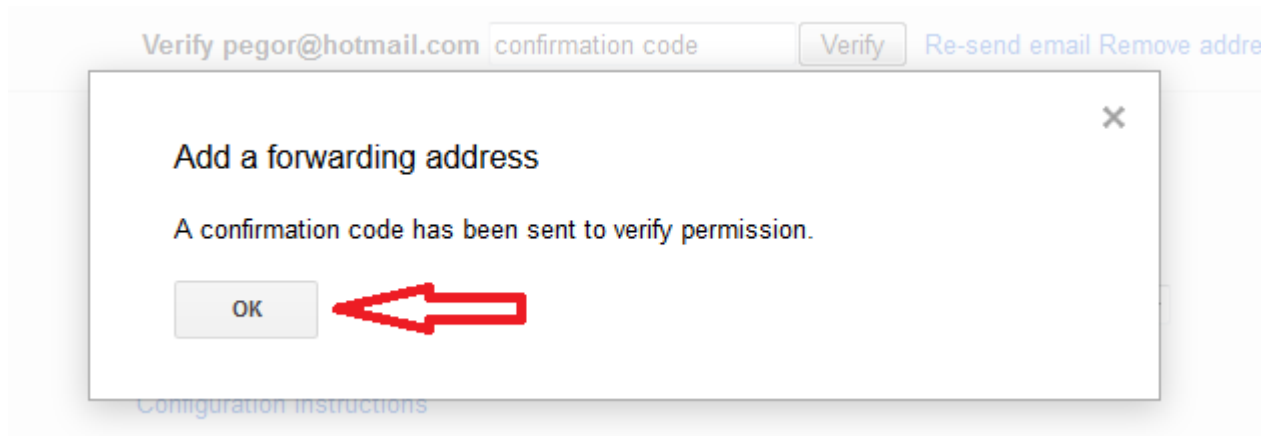
Step 3: A pop up will appear prompting you to enter the email address to which email will be forwarded, as shown below. After typing the email address in, press the Next button.



Step 4: Another pop up will appear asking you to confirm the email address to which email will be forwarded to, as shown below. Press the Proceed button.



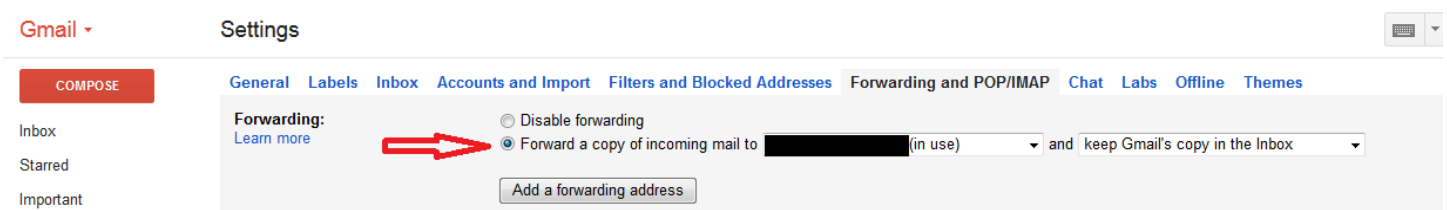
Step 5: A confirmation pop up will appear informing you that a code has been sent to the email address to which emails will be forwarded to, as shown below. Press the OK button, and then proceed to log in to your selected email. Navigate to the Inbox and open the email sent from Google, within this email you will find a link, click on it. Be advised that if you do not find the Google email inside your inbox, please check the Junk or Spam folder.



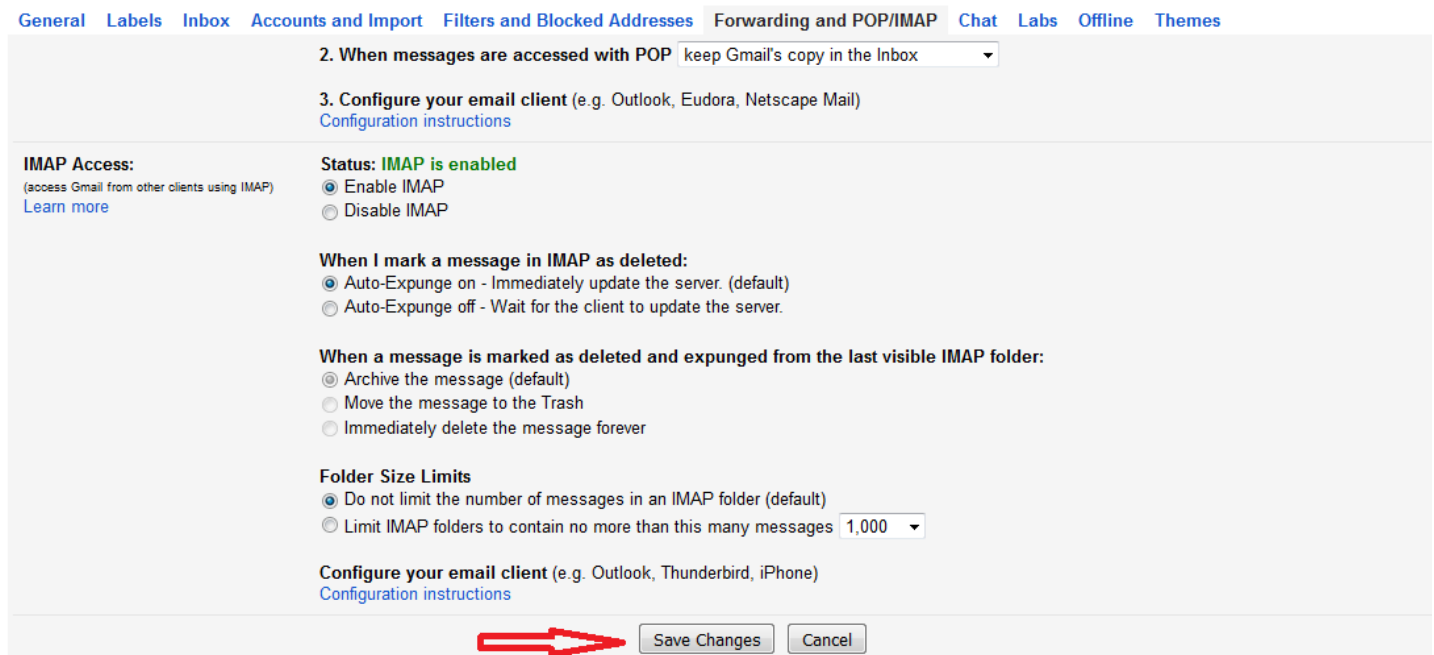
Step 6: Upon opening the link in the Google email you will be redirected to a page containing what is shown below, press the Confirm button.



Step 7: Return to your unit's Gmail account and refresh the page, and navigate back to the Forwarding and POP/IMAP tab (steps 1 and 2). Once in this tab select the Forward a copy of incoming mail to radio button as shown below.



Step 8: Scroll down to the bottom of the page and press the Save Changes button as shown below to finalize the operation.



General Labels Inbox Accounts and Import Filters and Blocked Addresses **Forwarding and POP/IMAP** Chat Labs Offline Themes

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](#)

Status: IMAP is enabled

☒ Enable IMAP
☐ Disable IMAP

When I mark a message in IMAP as deleted:

☒ Auto-Expunge on - Immediately update the server. (default)
☐ Auto-Expunge off - Wait for the client to update the server.


When a message is marked as deleted and expunged from the last visible IMAP folder:

☒ Archive the message (default)
☐ Move the message to the Trash
☐ Immediately delete the message forever

Folder Size Limits

☒ Do not limit the number of messages in an IMAP folder (default)
☐ Limit IMAP folders to contain no more than this many messages 1,000

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

 Save Changes Cancel

Section B:

After completion of the above steps please perform a test to ensure that the email forwarding is actually working.

For verified version of this document visit: <http://pegordanageuzian.github.io/Rabieh1CC/>