

Connecting Email Address with FynCom for Marketing Rewards

The only emails that will be able to trigger FynCom rewards are the ones you registered in the [FynCom dashboard](#), or invited as employees with ADMIN or WRITE roles.

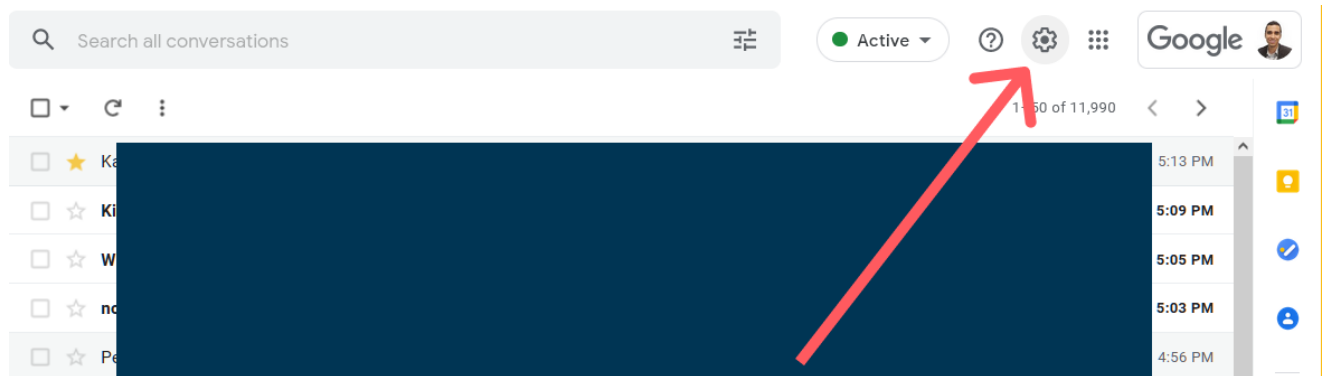
Note 1: This option is best for marketing teams sending marketing or transactional emails through API-based email service providers.

Setting up your email forwarding for "Marketing Emails" or "Basic Emails"

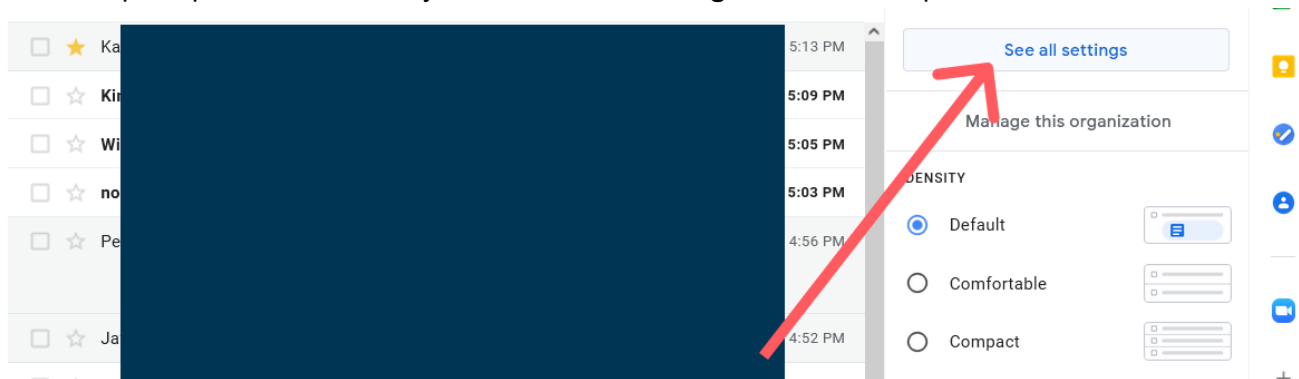
Note 2: Any email that participate in FynCom Rewards needs to forward its incoming emails through this guide or through the ["Simple emails" guide](#).

Note 3: These steps are specific to Gmail, but similar processes can be used for other email providers.

1. On your Gmail home page, click the **gear wheel** in the upper right to access the **setting tab**.

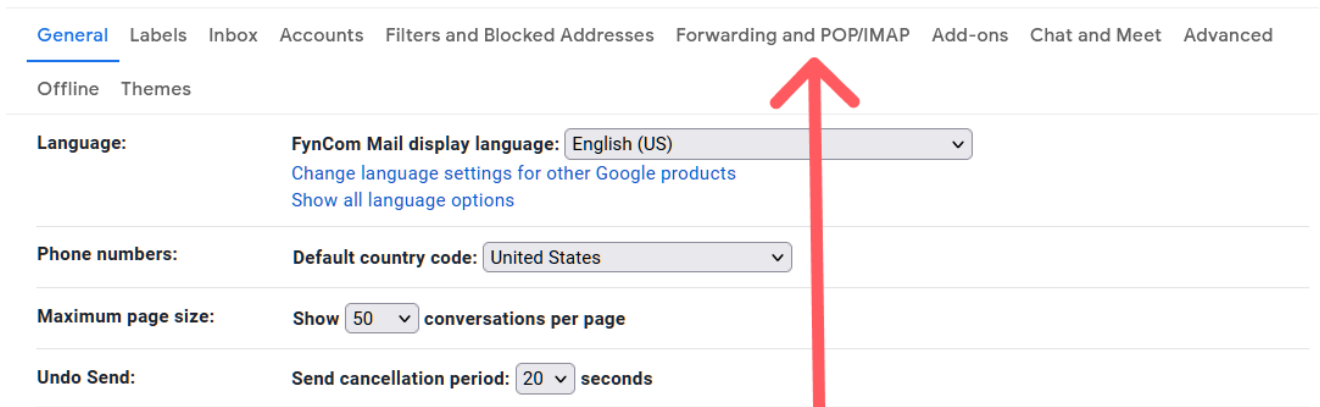


2. This will open up a sidebar where you can "**See all settings**". Select that option.



3. Once inside the Settings menu, select the **"Forwarding and POP/IMAP"** option.

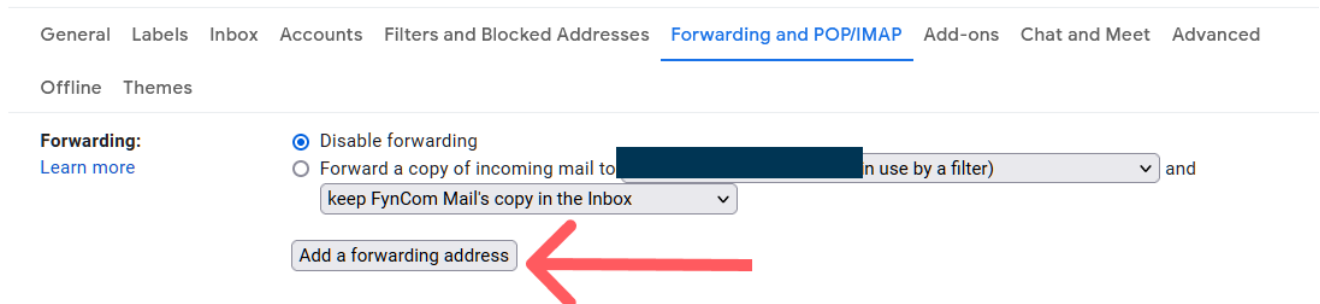
Settings



The screenshot shows the Google Mail Settings interface. At the top, there is a horizontal menu with the following options: General, Labels, Inbox, Accounts, Filters and Blocked Addresses, Forwarding and POP/IMAP, Add-ons, Chat and Meet, and Advanced. The 'Forwarding and POP/IMAP' option is highlighted with a red arrow pointing to it. Below this menu, there are several settings sections: 'Language' with a dropdown set to 'English (US)', 'Phone numbers' with a dropdown set to 'United States', 'Maximum page size' with a dropdown set to '50', and 'Undo Send' with a dropdown set to '20 seconds'.

4. Once inside the **"Forwarding and POP/IMAP"** menu, select the option to **"Add a forwarding address"**.

Settings

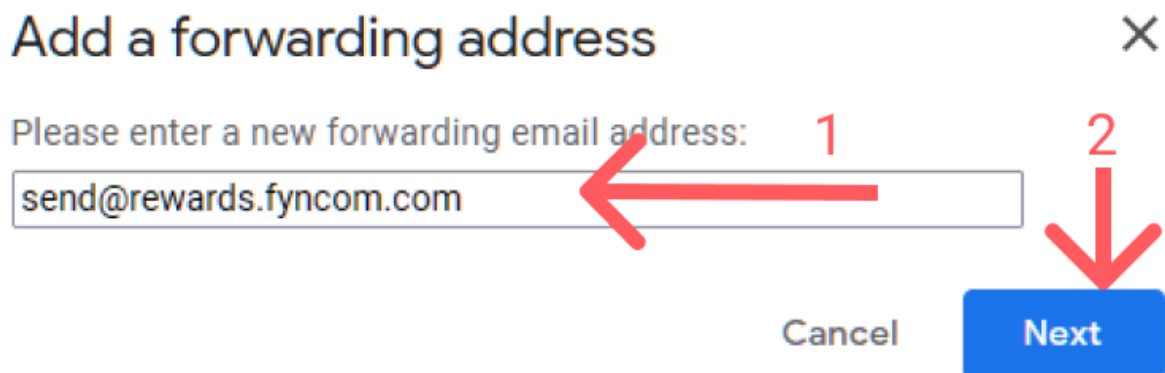


The screenshot shows the 'Forwarding and POP/IMAP' settings page. The 'Forwarding' section is active, showing two options: 'Disable forwarding' (selected) and 'Forward a copy of incoming mail to' (unselected). The 'Forward a copy of incoming mail to' option has a dropdown menu set to 'keep FynCom Mail's copy in the Inbox'. Below this, there is a button labeled 'Add a forwarding address', which is highlighted with a red arrow pointing to it.

5. This will create a pop-up where you should enter the following email address and hit next.

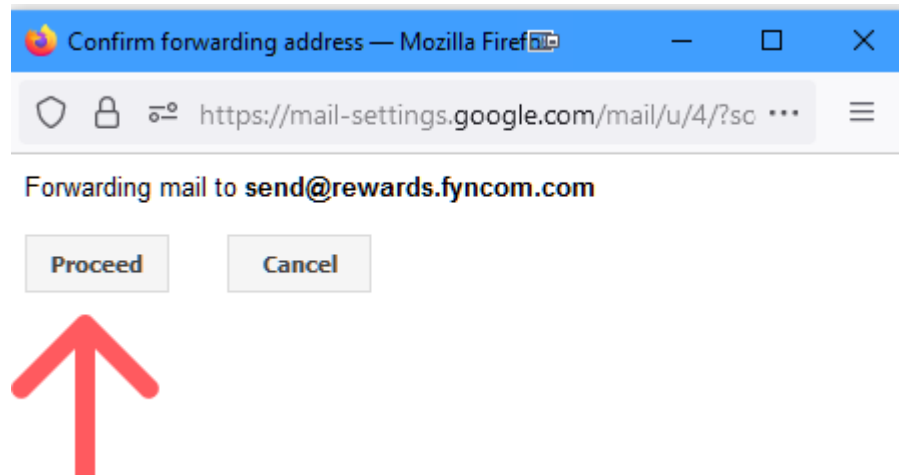
i. send@rewards.fyncom.com

Note: This does not start forwarding emails yet. You will need to click a confirmation link which will immediately emailed to you after completing these steps.

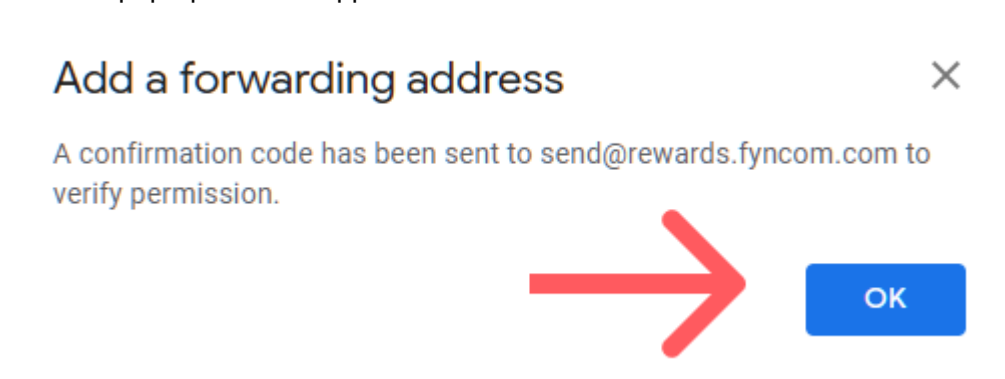


The screenshot shows a pop-up dialog titled 'Add a forwarding address'. It has a close button (X) in the top right corner. The main text says 'Please enter a new forwarding email address:'. Below this is a text input field containing the email address 'send@rewards.fyncom.com'. A red arrow labeled '1' points to the input field. To the right of the input field is a blue button labeled 'Next', which is highlighted with a red arrow labeled '2'. Below the input field, there is a 'Cancel' button.

ii. A pop up dialog box will appear. Select "**Proceed**".



iii. A pop up box will appear, letting you know that you will need a code from FynCom. Select "**Ok**" on the next pop-up box that appears.



6. At this point, you will be sent an email with the confirmation link. Open the email and click the link, then select "**Confirm**" on the next page. You should see some success notification.

FynCom Support

to me ▾

12:13 AM (0 minutes ago)

Hi,

The link below will let you add "send@rewards.fyncom.com" to your list of approved forwarding emails. Please click through and select "Confirm".

https://mail-settings.google.com/mail/vf-%5BANGjdJ-EJ-s0DbJ5162jR4FASA3jDLrpqlwz0s_FlyuBDnRDHzxvpkugiiHEvYfxEINwxo-MOjbJenFqPmczHWtm7lxMq_oPNPqq3Z20HQ%5D-0yuPBlkEVPnosWy_kJ8OrSyM-gU

Thanks!
-FynCom support



Gmail

Confirmation

Please confirm forwarding mail of your_email@gmail.com to **send@rewards.fyncom.com**.

Confirm



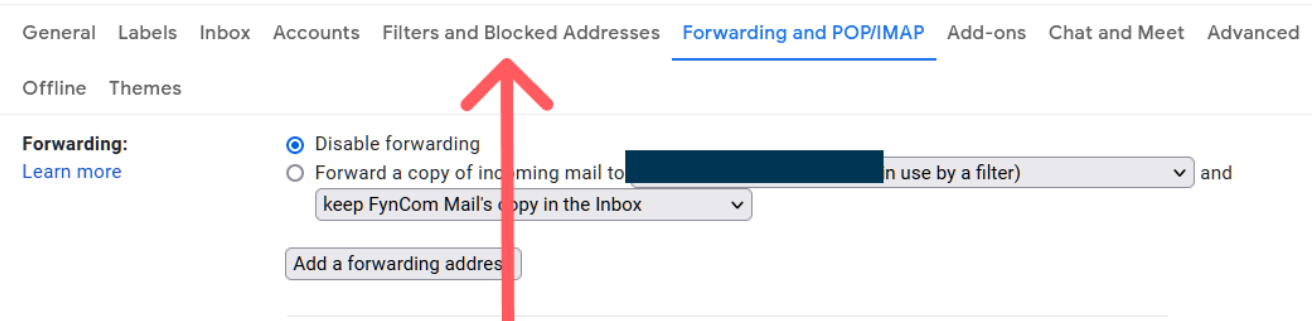
Gmail

Confirmation Success!

your_email@gmail.com may now forward mail to **send@rewards.fyncom.com**.

7. After you see the success page, please proceed to the **"Filters and Blocked Addresses"** page.

Settings



General Labels Inbox Accounts **Filters and Blocked Addresses** Forwarding and POP/IMAP Add-ons Chat and Meet Advanced

Offline Themes

Forwarding:
[Learn more](#)

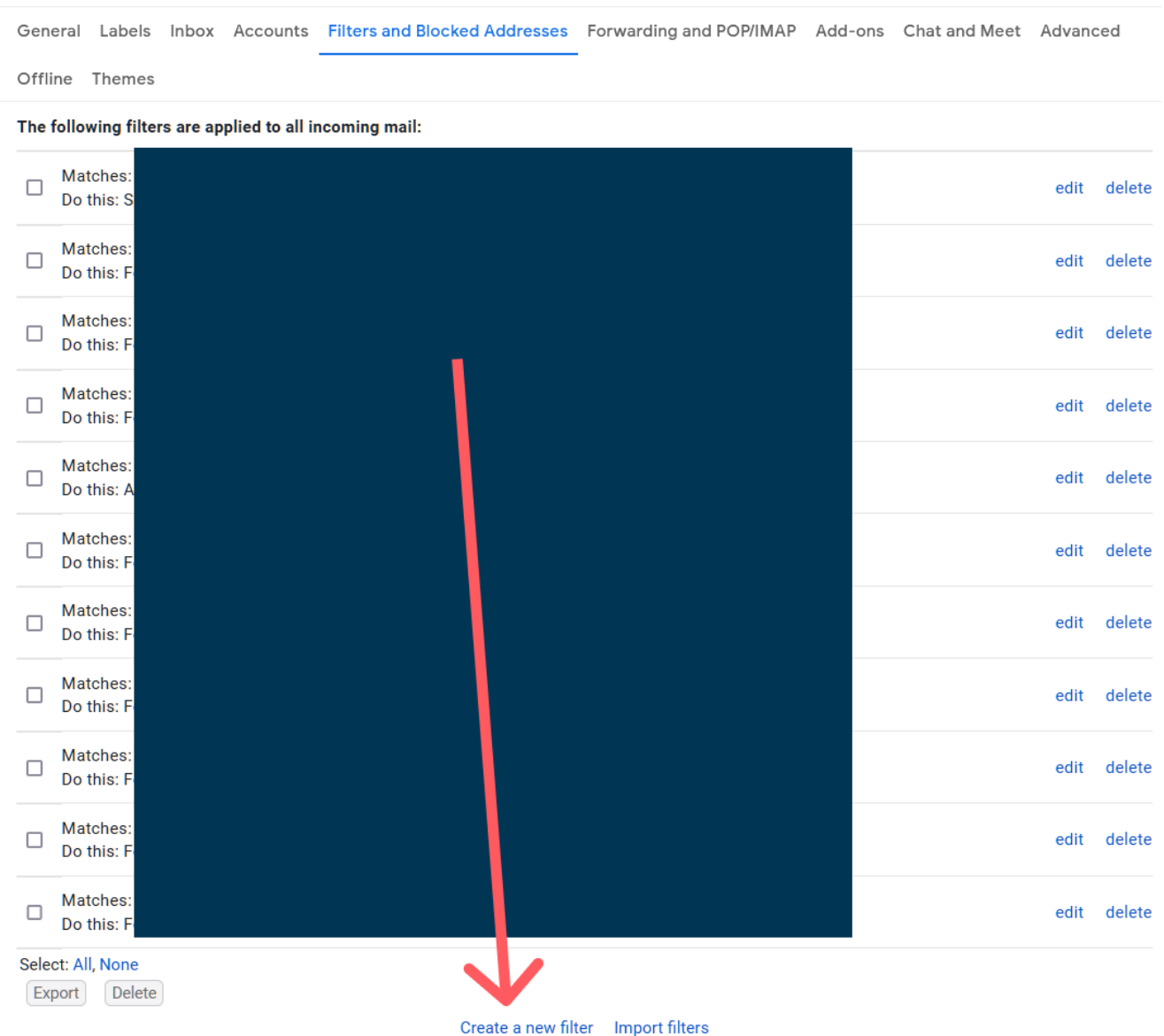
☒ Disable forwarding

☐ Forward a copy of incoming mail to [redacted] (in use by a filter) and
keep FynCom Mail's copy in the Inbox

[Add a forwarding address](#)

8. Select **"Create a new filter"**

Settings



General Labels Inbox Accounts **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:

<input type="checkbox"/> Matches: [redacted] Do this: S [redacted]	edit delete
<input type="checkbox"/> Matches: [redacted] Do this: F [redacted]	edit delete
<input type="checkbox"/> Matches: [redacted] Do this: F [redacted]	edit delete
<input type="checkbox"/> Matches: [redacted] Do this: F [redacted]	edit delete
<input type="checkbox"/> Matches: [redacted] Do this: A [redacted]	edit delete
<input type="checkbox"/> Matches: [redacted] Do this: F [redacted]	edit delete
<input type="checkbox"/> Matches: [redacted] Do this: F [redacted]	edit delete
<input type="checkbox"/> Matches: [redacted] Do this: F [redacted]	edit delete
<input type="checkbox"/> Matches: [redacted] Do this: F [redacted]	edit delete
<input type="checkbox"/> Matches: [redacted] Do this: F [redacted]	edit delete
<input type="checkbox"/> Matches: [redacted] Do this: F [redacted]	edit delete

Select: [All](#), [None](#)

[Export](#) [Delete](#)

[Create a new filter](#) [Import filters](#)

9. Here is the most important step. In the **"To"** field, enter the email address that should trigger a FynCom reward and then select **"Create filter"**.

- i. Please recall, any email that is expected to deliver rewards should forward its incoming emails as described here or as described in the ["Simple emails" guide](#). An alias email is shown in the next images, but you may use your own email.

The screenshot shows an email filter creation dialog box. At the top is a search bar labeled "Search all conversations" and a status indicator "Active" with a green dot and a dropdown arrow. The filter criteria section includes fields for "From", "To", "Subject", "Has the words", "Doesn't have", "Size" (with a dropdown set to "greater than" and a unit dropdown set to "MB"), and a checkbox for "Has attachment". A red arrow labeled "1" points to the "From" field. Another red arrow points to the "To" field, which contains the text "YOUR_EMAIL_GOES_HERE+rewards@gmail.com". At the bottom right of the dialog, a red arrow labeled "2" points to the "Create filter" button, which is next to a blue "Search" button. Below the dialog, a dark blue rectangular area obscures part of the email list, which shows checkboxes and the text "Matched" and "Do this".

10. Now, you should see a drop-down menu with a list of checkboxes.

- i. Please select the **"Forward it to:"** checkbox
- ii. Hit the drop down arrow and select the **"send@rewards.fyncom.com"** email

iii. Select **"Create filter"**

to:(YOUR_EMAIL_GOES_HERE@gmail.com)

← When a message is an exact match for your search criteria:

- ☐ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☐ Apply the label: Choose label...
- ☒ Forward it to: send@rewards.fyncom.com [Add forwarding address](#)
- ☐ Delete it 1
- ☐ Never send it to Spam
- ☐ Always mark it as important
- ☐ Never mark it as important
- ☐ Categorize as: Choose category...
- ☐ Also apply filter to 0 matching conversations.

Note: old mail will not be forwarded

? [Learn more](#)

[Create filter](#)

11. If everything went right, you should be taken back to the **"Filters and Blocked Addresses"** page and the newly created filter should appear at the bottom. You can do this for as many emails as you want. At this point, you are ready to begin sending emails that automatically reward responses. Now you can go to the [FynCom dashboard](#) to set up your triggers and values.

Settings

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:

<input type="checkbox"/>	Matches: from:(YOUR_EMAIL_GOES_HERE@gmail.com) Do this: Forward to send@rewards.fyncom.com	edit delete
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Done!