

## Video Script for a Video to Set Up Email Forwarding in Gmail

Screen #	Screen Name	OST (On Screen Text)	Voice Over/Narration	Graphic Suggestions
1	Setting Up Email Forwarding in Gmail	Setting Up Email Forwarding in Gmail	This video demonstrates how to set up email forwarding in your Gmail Account	A text box shows "Setting Up Email Forwarding in Gmail."
2	What is Email Forwarding? Why is it needed?	<p><b>What is Email Forwarding?</b> Email Forwarding enables you to send emails from your Gmail account to another email account automatically when you are unavailable to access Gmail.</p> <p><b>Why is it needed?</b> Email Forwarding is required to send your emails to someone else while you are on vacation or busy at work.</p>	Let us know about Email Forwarding. Email Forwarding is one of the best features in your Gmail Account that enables you to forward emails to stay top of your emails when you do not have access to your Gmail account.	A graphic (image/screenshot) shows the process of email forwarding
3	Prerequisites	<p>Prerequisites to Email Forwarding</p> <ul style="list-style-type: none"> <li>- Create a Gmail Account</li> <li>- Log in to your Gmail Account</li> </ul>	<p>To get started with Email Forwarding, there are certain requirements to consider.</p> <p>If you have your Gmail account, log in to your Gmail account. If not, create a new Gmail account.</p>	A graphic (image/screenshot/video) shows Gmail Account Login page and Gmail Account Creation page
4	See All Settings	After logging in to your Gmail Account, click on the gear icon at the top right, and then click <b>See all settings</b> button.	After logging in to your Gmail Account, you need to access <b>Settings</b> . Click on the gear icon at the top right and click <b>See all settings</b> button.	A graphic (image/screenshot/video) shows Gmail Account with gear icon at the top and highlighted <b>See all settings</b> button.

5	Forwarding and POP/IMAP	<p>The <b>Settings</b> Page shows all account settings with different tabs such as General, Label, Inbox, Accounts and Import, Filters and Blocked Addresses, Forwarding and POP/IMAP, Add-ons, Chat and Meet, Advanced, Offline, and Themes.</p> <p>In the <b>Settings</b> page, click <b>Forwarding and POP/IMAP</b> tab</p>	<p>The <b>Settings</b> Page shows all account settings with different tabs.</p> <p>In the <b>Settings</b> page, click <b>Forwarding and POP/IMAP</b> tab</p>	A graphic (image/screenshot/video) shows <b>Settings</b> page with highlighted <b>Forwarding and POP/IMAP</b> tab.
6	Add a forwarding address	<p>On the <b>Forwarding and POP/IMAP</b> tab, click the box with the words <b>Add a forwarding address</b> in the <b>Forwarding</b> section</p>	<p>Now, the <b>Settings</b> page shows the <b>Forwarding and POP/IMAP</b> tab with sections <b>Forwarding</b>, <b>POP download</b>, and <b>IMAP access</b>.</p> <p>On the <b>Forwarding and POP/IMAP</b> tab, click the box with the words <b>Add a Forwarding Address</b> in the <b>Forwarding</b> section</p>	A graphic (image/screenshot/video) shows <b>Forwarding and POP/IMAP</b> tab with the highlighted <b>Add a Forwarding Address</b> box.
7	Add a forwarding address pop up	<p>To forward your emails, enter the email address in the <b>Add a forwarding address</b> pop-up box, and click <b>Next</b></p>	<p>To receive forwarded mails from your Gmail address, enter the forwarding email address and click <b>Next</b></p>	A graphic (image/screenshot/video) shows <b>Add a forwarding address</b> pop-up box with highlighted address and the <b>Next</b> button.
8	Confirm forwarding address	<p>The <b>Confirm forwarding address</b> window prompts to confirm forwarding mails to entered email address.</p> <p>To confirm forwarding email, click <b>Proceed</b>.</p>	<p>After clicking <b>Next</b>, a new window prompts to confirm forwarding mails.</p> <p>Click <b>Proceed</b> to confirm forwarding email to entered email address</p>	A graphic (image/screenshot/video) shows the <b>Confirm forwarding address</b> window with the highlighted <b>Proceed</b> button.

9	Add a forwarding address pop up message	<p>The <b>Add a forwarding address</b> pop-up box displays message that a confirmation code has been sent to the forwarding email address</p> <p>To confirm, click <b>OK</b></p>	<p>After clicking <b>Proceed</b>, the <b>Add a forwarding address</b> pop up box displays message that a confirm code has been sent to the email address and click <b>OK</b> to confirm.</p>	<p>A graphic (image/screenshot/video) shows <b>Add a forwarding address</b> pop-up box with highlighted message and <b>OK</b> button.</p>
10	Confirmation code	<p>To get your confirmation code, go to forwarding mail inbox and copy the code.</p>	<p>Log in to your forwarding email account and check the mail with confirmation code.</p> <p>Copy the confirmation code.</p>	<p>A graphic (image/screenshot/video) shows forward email account with highlighted confirmation code.</p>
11	Verify Confirmation code	<p>To verify confirmation code, log in to your Gmail account and click <b>Forwarding and POP/IMAP</b> tab in the <b>Settings</b> page</p> <p>In the Forwarding section on the <b>Forwarding and POP/IMAP</b> tab, enter the confirmation code and click <b>Verify</b></p>	<p>Log in to your Gmail account, go to <b>Forwarding and POP/IMAP</b> tab in the <b>Settings</b> page, enter the confirmation code and click <b>Verify</b> button.</p>	<p>A graphic (image/screenshot/video) shows the <b>Forwarding and POP/IMAP</b> tab in the <b>Settings</b> page with highlighted confirmation code text box and <b>Verify</b> button.</p>
12	Forward a copy of incoming mail	<p>To confirm forwarding mail, select the option <b>Forward a copy of incoming mail to forwarding email address</b> and click <b>Save Changes</b>.</p>	<p>Select the option <b>Forward a copy of incoming mail to forwarding email address</b> and click <b>Save Changes</b>.</p> <p>From the dropdown list in the option, you can change the forwarding email address.</p>	<p>A graphic (image/screenshot/video) shows the <b>Forwarding and POP/IMAP</b> tab in the <b>Settings</b> page with highlighted option <b>Forward a copy of incoming mail to forwarding email address</b> and <b>Save Changes</b> button.</p>
13	Check your mails	<p>Send a mail to your Gmail account and check your forwarding mails.</p>	<p>You can send a mail to your Gmail account and wait for receiving the mail in the inbox of forwarding email.</p>	<p>A graphic (image/screenshot/video) shows the highlighted forwarded mail from your Gmail account to the inbox forwarding email.</p>