



# Shed GMail Addresses

## With Redirection Settings



- **Create Email Addresses for A Men's Shed**
- **Complete Details and Privacy Settings**
- **Enter Redirection Email Address**
- **Confirm acceptance (by Recipient Email Address)**
- **Suggest other Email Addresses**

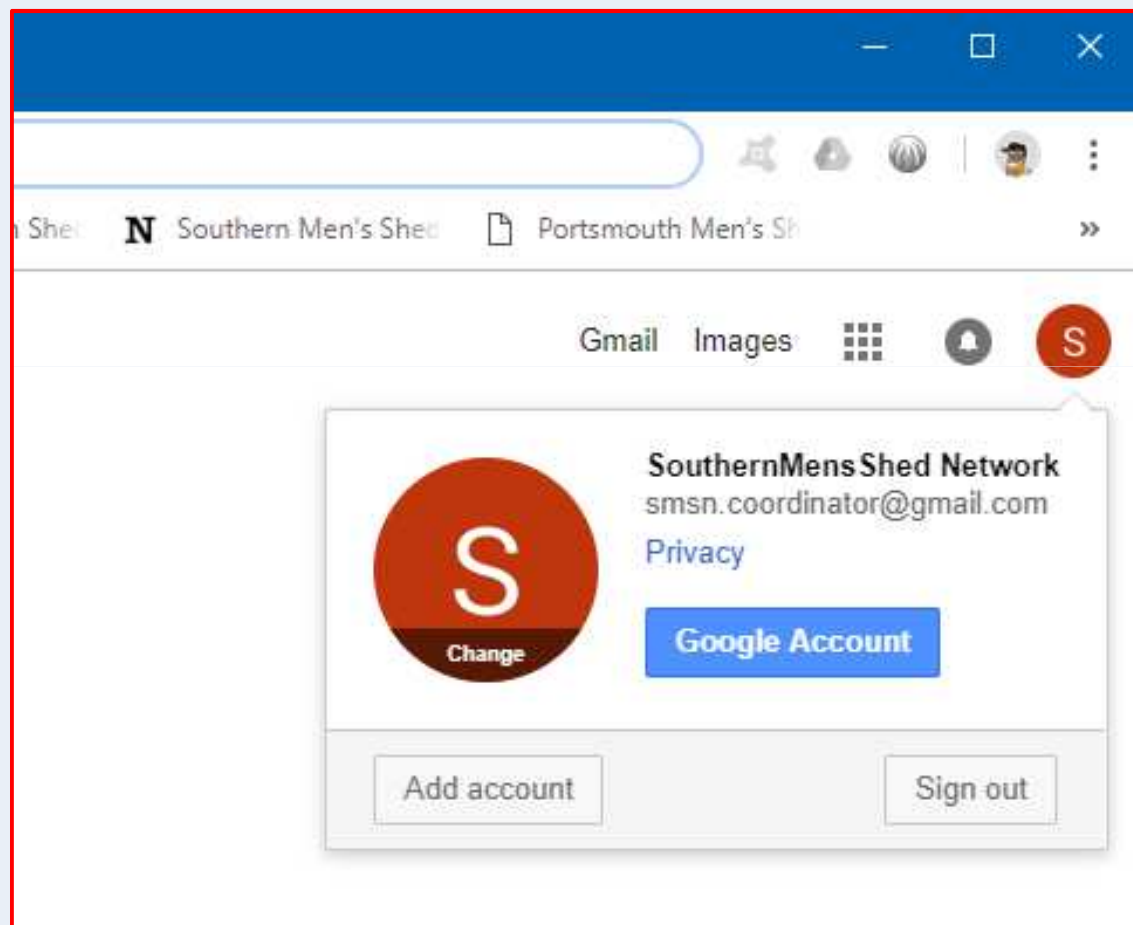


# Shed GMail Addresses

## Create a New Gmail Email Account



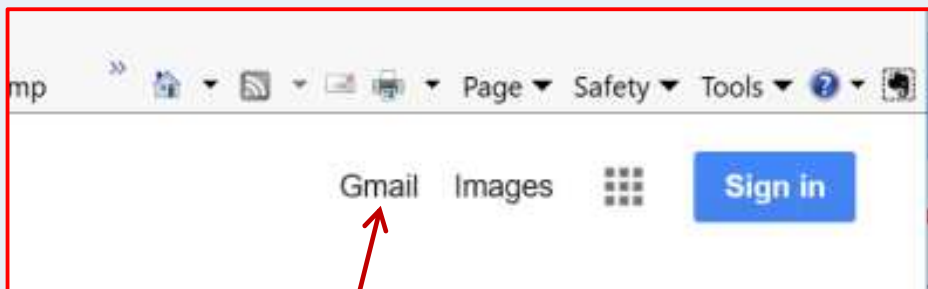
- In Browser go to [www.Google.co.uk](http://www.Google.co.uk)
- If you are currently signed into your own account, then click on your profile icon then click on “Add account”





# Shed GMail Addresses

## Create a New Gmail Email Account

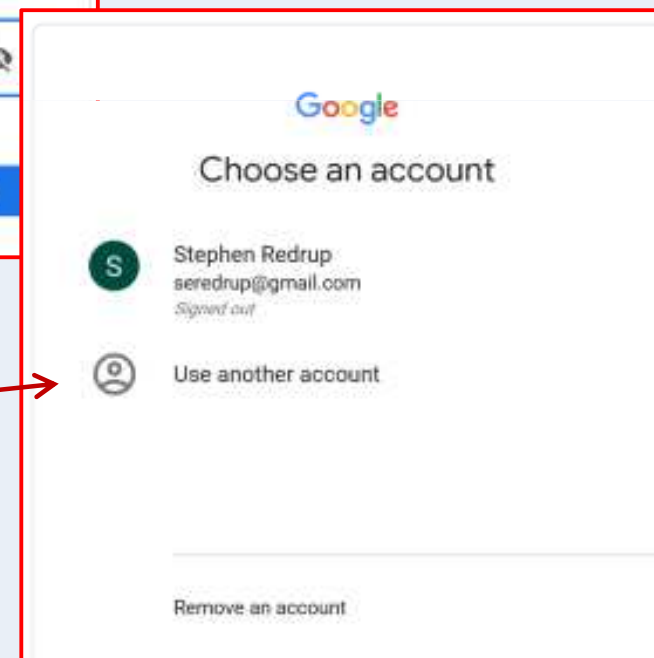


- If you are NOT currently signed in or you don't have a personal Gmail account then click the "Gmail" option.



- In the new display, click on the email list

- Now click on the "Use another account"



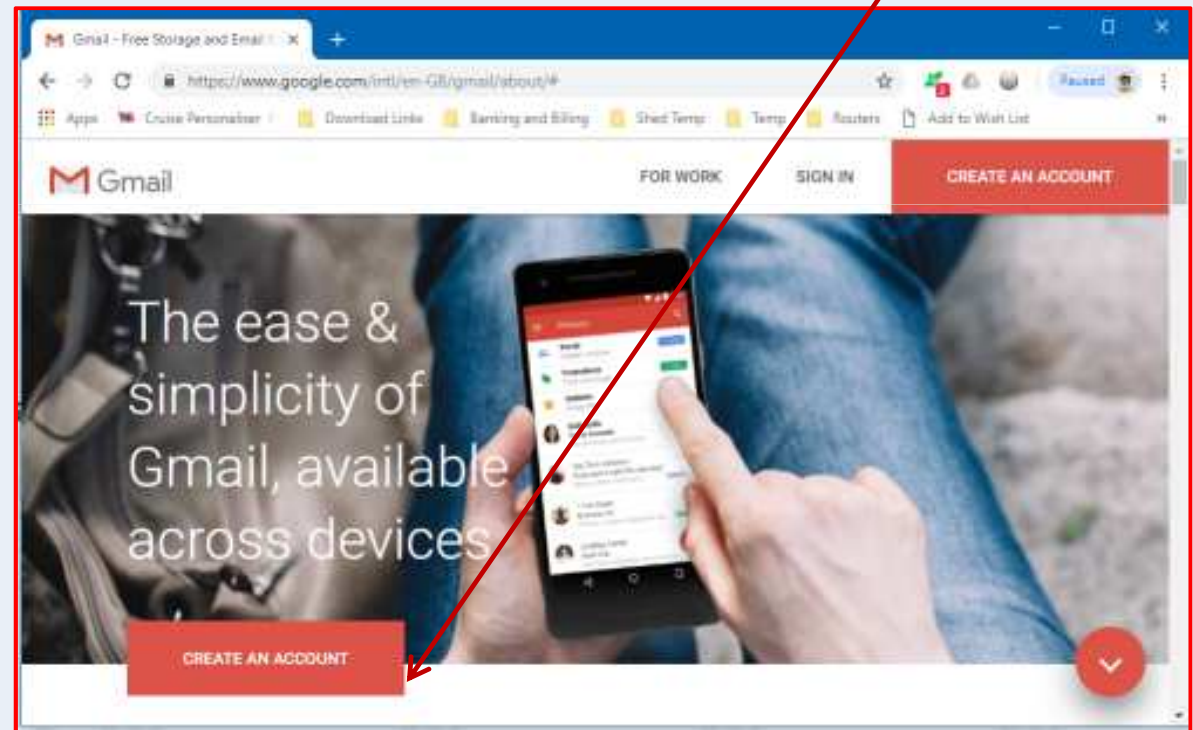


# Shed GMail Addresses

## Create a New Gmail Email Account

- You will now see a Sign In box with the Create Account option.

- If you have never used Gmail before then you may see the screen below.





# Shed GMail Addresses

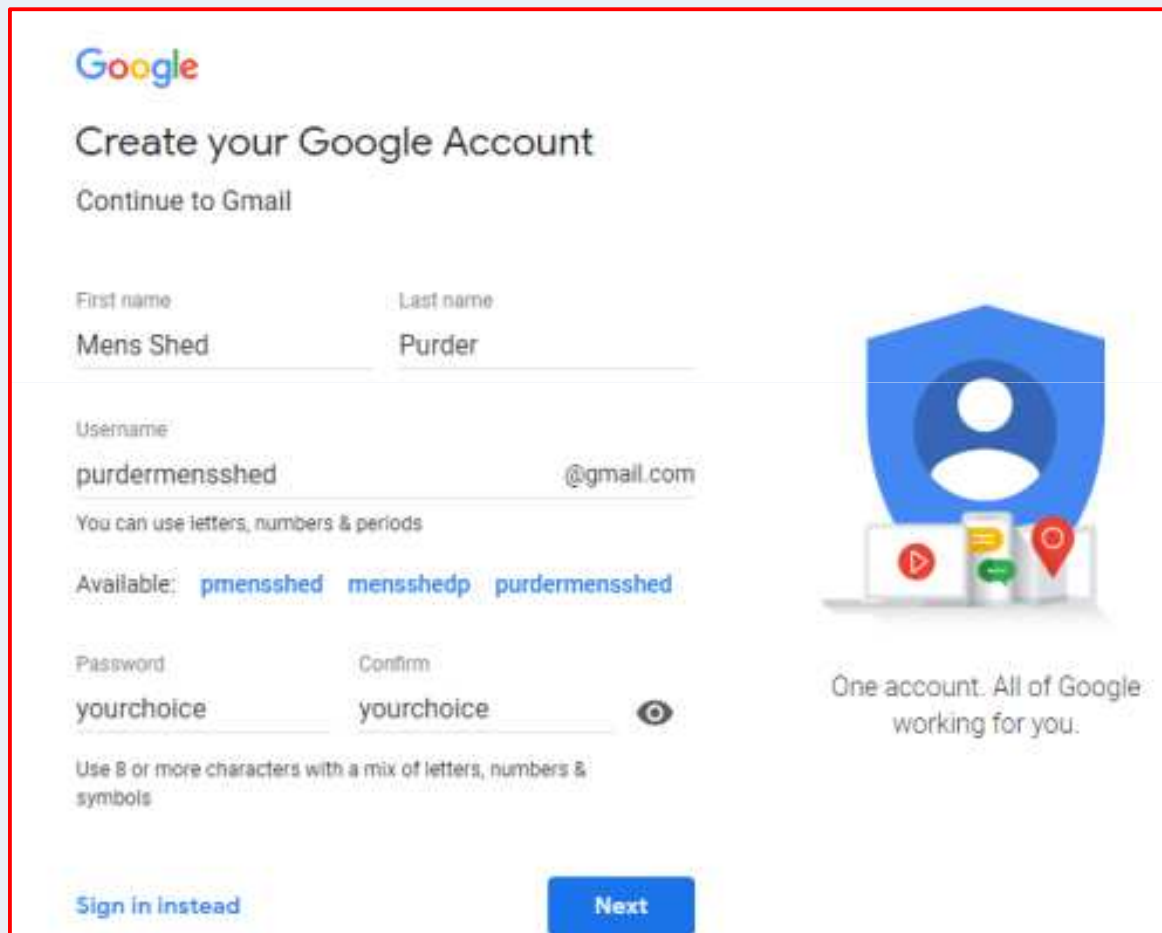
## Create a New Gmail Email Account



- Enter Account Details
- Suggest Last Name = Location
- Username becomes your email address and must be unique
- Enter a Password for this account
- Enter Password again to confirm typing
  
- Click the EYE symbol to see password

**MAKE SURE YOU RECORD THIS  
SOMEWHERE SAFE**

- Click “Next” to Create Your Account

A screenshot of the Google Account creation page. The page is titled "Create your Google Account" and "Continue to Gmail". It features several input fields: "First name" (Mens Shed), "Last name" (Purder), "Username" (purdermensshed@gmail.com), "Password" (yourchoice), and "Confirm" (yourchoice). There are also "Available" suggestions for usernames and a "Next" button. A "Sign in instead" link is visible at the bottom left. On the right side, there is a graphic of a blue shield with a white person icon and a laptop with icons for YouTube, Gmail, and Maps, with the text "One account. All of Google working for you." below it.

Google

Create your Google Account

Continue to Gmail

First name Last name

Mens Shed Purder

Username

purdermensshed@gmail.com

You can use letters, numbers & periods

Available: pmensshed mensshedp purdermensshed

Password Confirm

yourchoice yourchoice

Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead Next

One account. All of Google working for you.



# Shed GMail Addresses

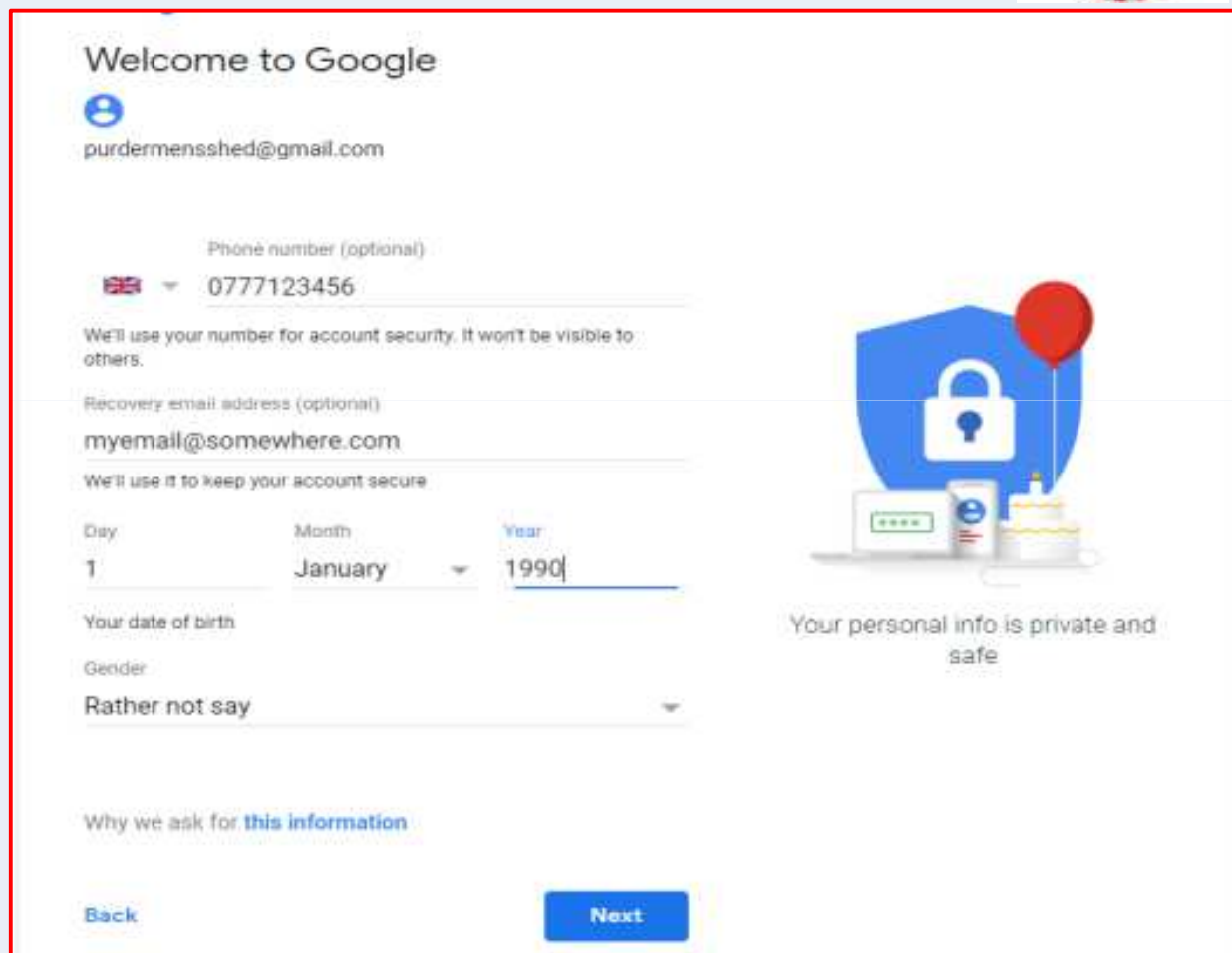
## Create a New Gmail Email Account



- Enter Phone Number (Optional)  
Recovery Email Address (Optional)  
**(Used for Security / Recovery)**
- Enter Date of Birth  
**(E.G. 1/1/1990 – Age Related Services)**
- Enter Gender  
**(Select – Rather not say)**

**MAKE SURE YOU RECORD THIS  
SOMEWHERE SAFE**

- Click “Next” to Save Details
- Details can be altered at a later date



The screenshot shows the Google account creation interface. At the top, it says "Welcome to Google" and displays the email address "purdermensshed@gmail.com". Below this, there are fields for "Phone number (optional)" with a UK flag icon and the number "0777123456", and "Recovery email address (optional)" with the address "myemail@somewhere.com". The date of birth is entered as "1" for the day, "January" for the month, and "1990" for the year. The gender is set to "Rather not say". A blue shield icon with a padlock and a red balloon is shown on the right, with the text "Your personal info is private and safe". At the bottom, there are "Back" and "Next" buttons.



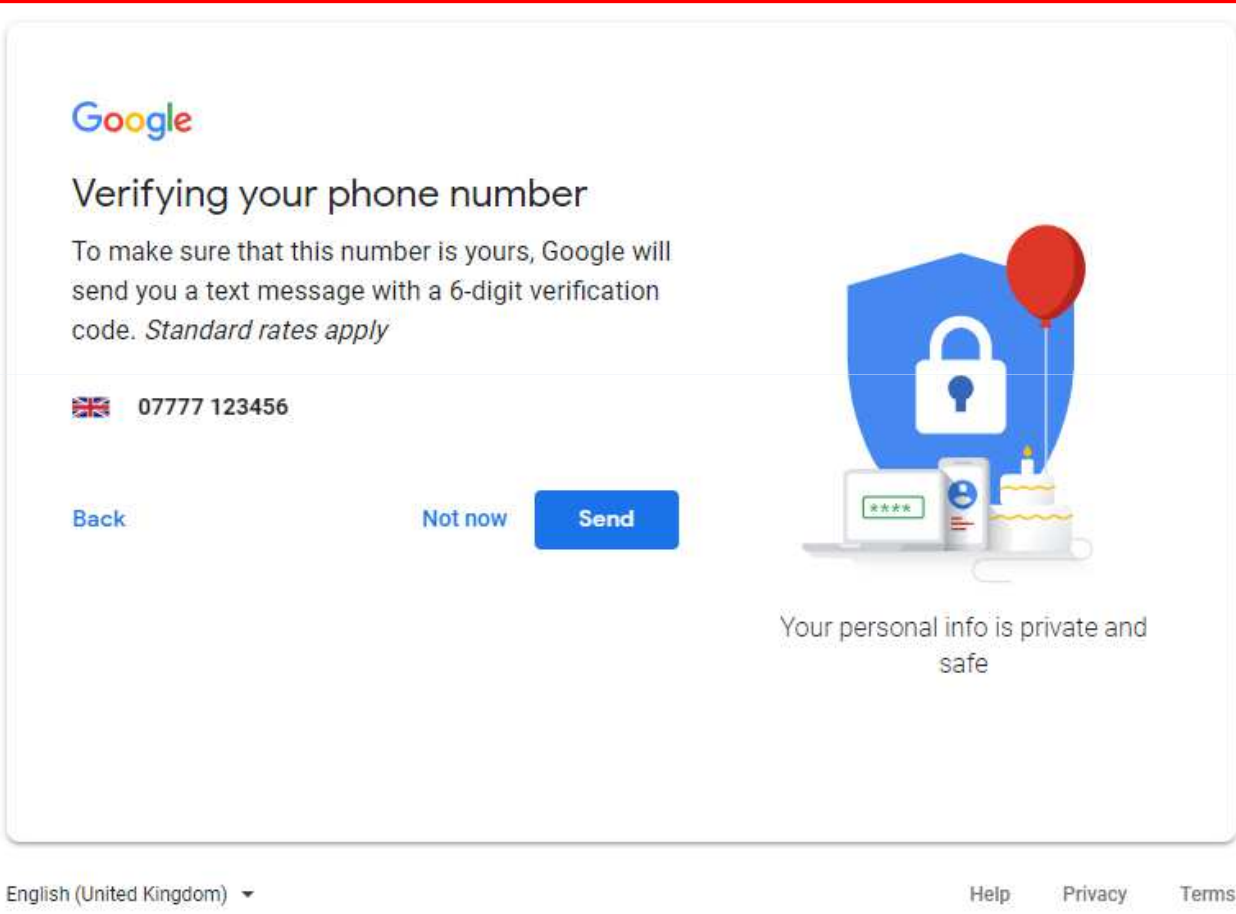


# Shed GMail Addresses

## Create a New Gmail Email Account



If you entered a Phone Number, you will be expected to receive a verification code which you will use to prove the number is valid and is yours.

A screenshot of the Google account creation process, specifically the phone verification step. The screen displays the Google logo at the top left. Below it, the text reads "Verifying your phone number". A sub-message states: "To make sure that this number is yours, Google will send you a text message with a 6-digit verification code. Standard rates apply". The phone number "07777 123456" is shown with a small UK flag icon to its left. At the bottom left, there are three buttons: "Back", "Not now", and "Send". The "Send" button is highlighted in blue. On the right side, there is an illustration of a blue shield with a white padlock, a red balloon, a laptop with a green asterisk, a smartphone, and a birthday cake. Below this illustration, the text says "Your personal info is private and safe". At the very bottom of the screen, there is a language dropdown menu set to "English (United Kingdom)", and links for "Help", "Privacy", and "Terms".



# Shed GMail Addresses

## Create a New Gmail Email Account

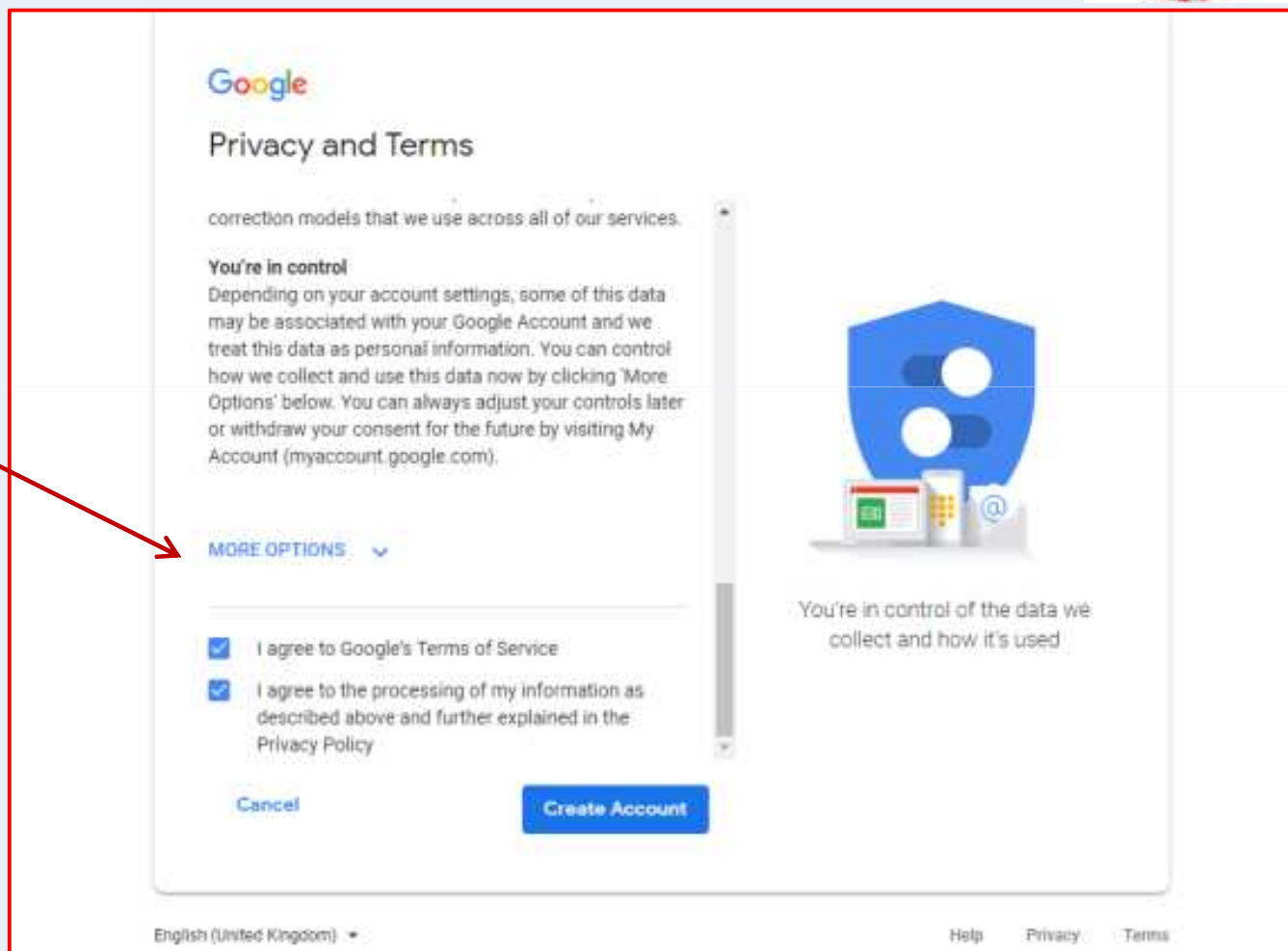


### Privacy and Terms

Google will expect you to read and agree their Terms of Service and Privacy Policy.

You can click on “More Option” to change some of the information and data which google will other wise store and track against this account.

E.G. Web Activity, Location, YouTube History, Personalised Ads, Voice and Audio History.







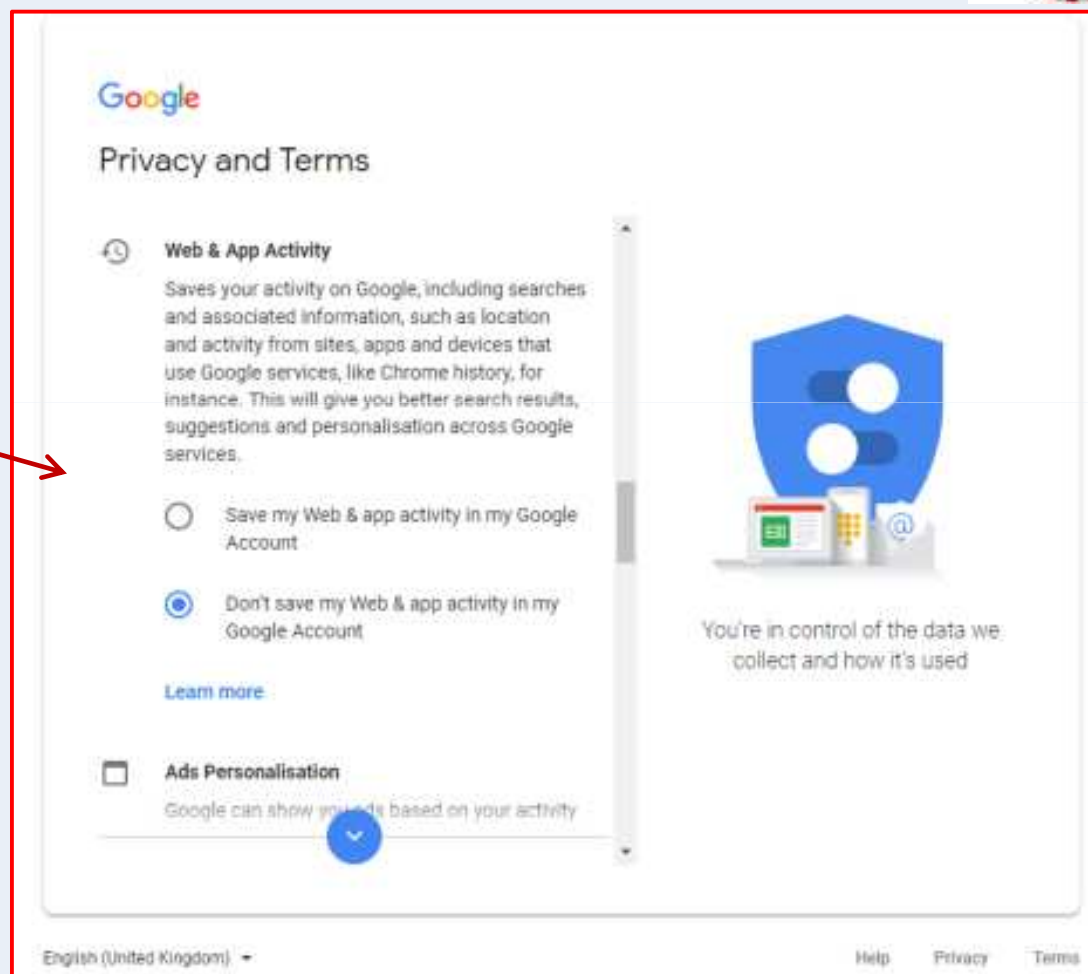
# Shed GMail Addresses

## Create a New Gmail Email Account



### Privacy and Terms (More Options)

You can turn off some of google's tracking.





# Shed GMail Addresses

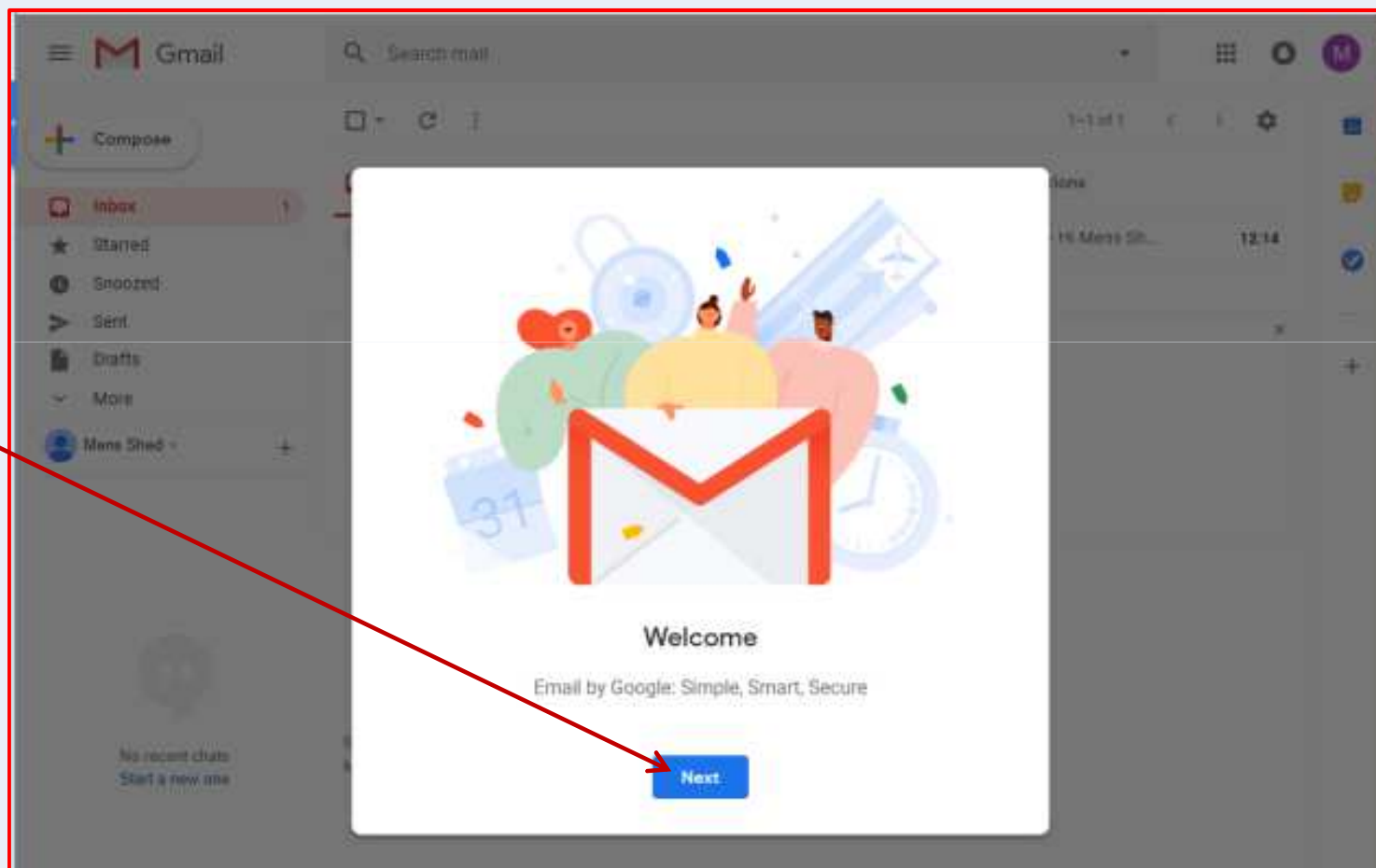
## Gmail Email Account – Setup Address Forwarding



**Welcome to Gmail**

**You now have an account and will be shown the Welcome Screen.**

**Click the Next button**





# Shed GMail Addresses

## Gmail Email Account – Setup Address Forwarding

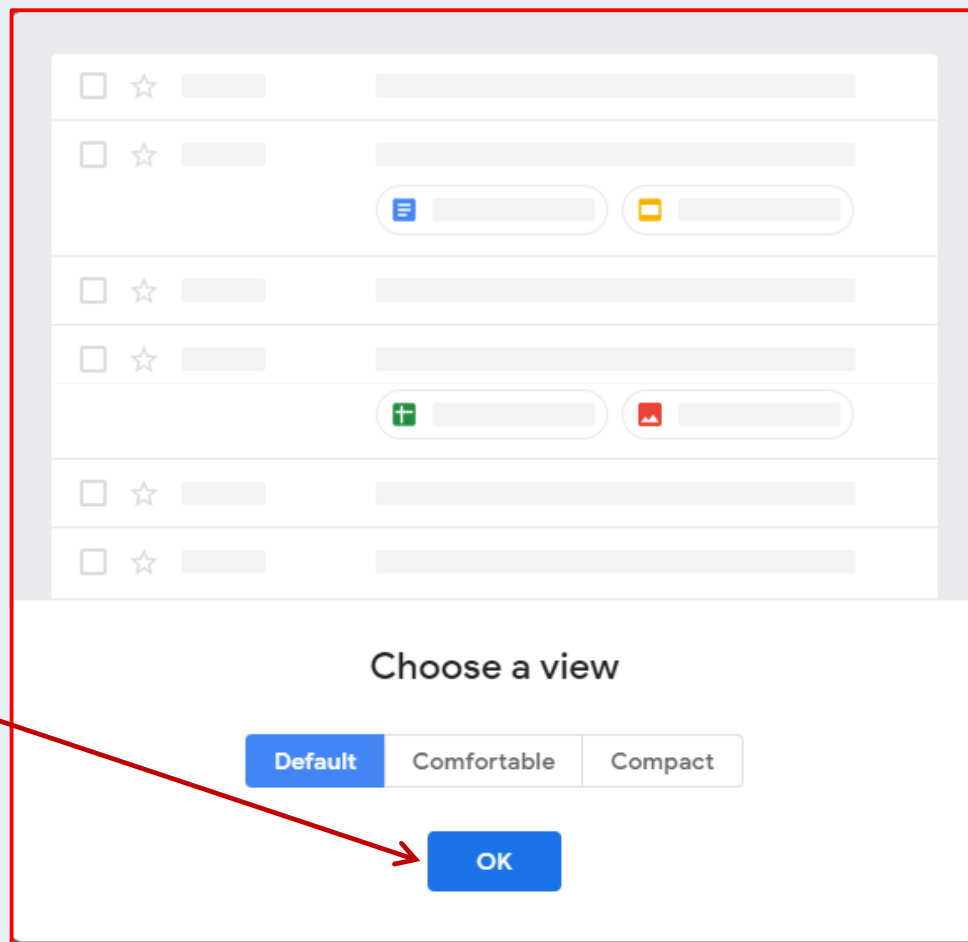


### Choose a View (Layout)

You will now be asked to choose a View (or layout) for your email inbox.

For now just accept the default.

Click the OK button





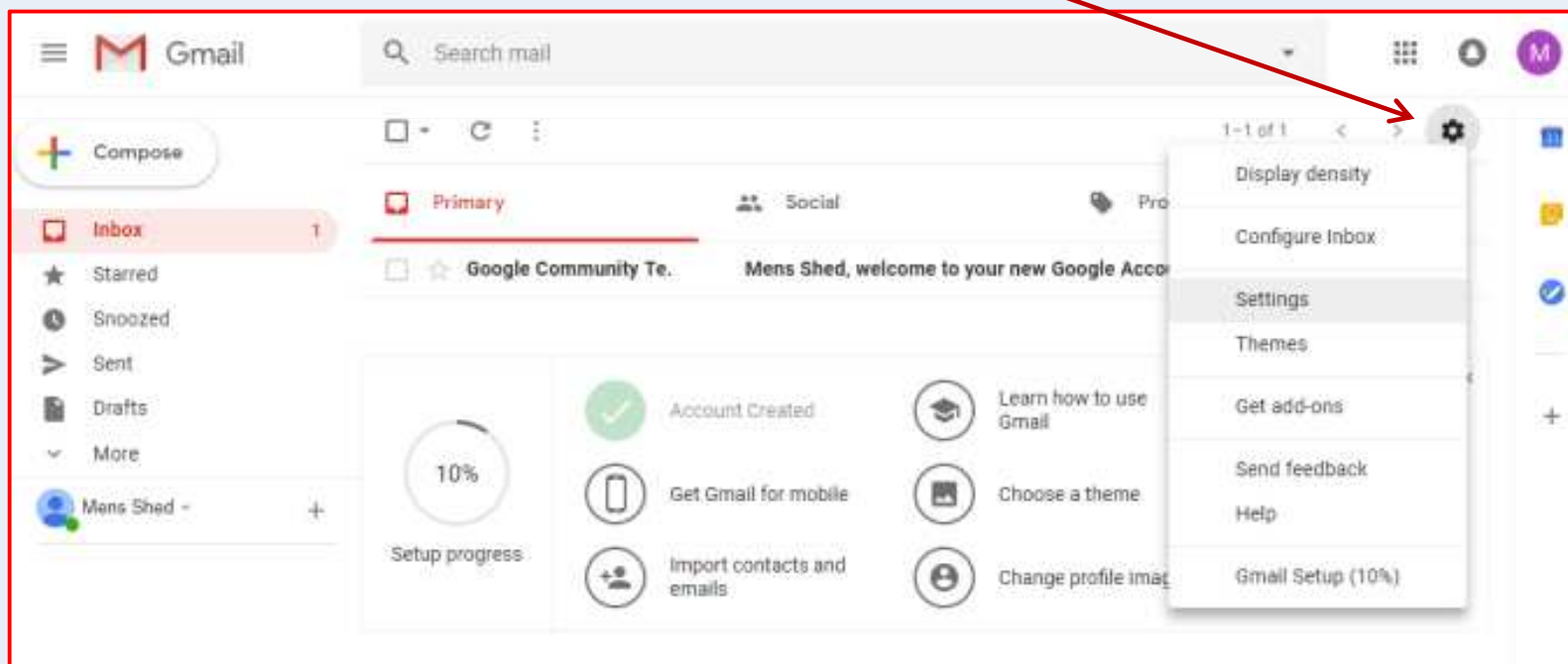
# Shed GMail Addresses

## Gmail Email Account – Setup Address Forwarding



### Your Gmail Inbox

Click on the Cog symbol to display Gmail Menu and select Settings





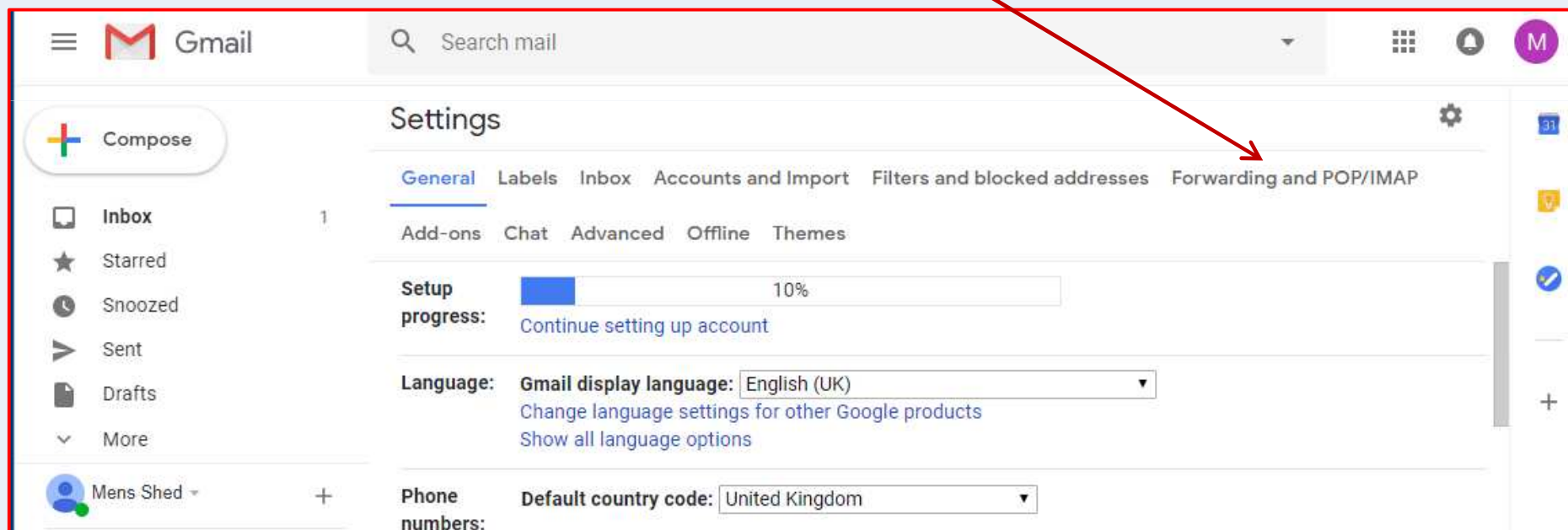
# Shed GMail Addresses

## Gmail Email Account – Setup Address Forwarding



### Your Gmail Settings

From the list of Settings Tabs, click on “Forwarding and POP/IMAP”





# Shed GMail Addresses

## Gmail Email Account – Setup Address Forwarding



### Your Gmail Settings - Forwarding and POP/IMAP Screen

Click on “Add a Forwarding address” then enter the Receiving Email Address and click “Next”

A screenshot of the Gmail web interface showing the "Forwarding and POP/IMAP" settings page. The "Forwarding" section is active, and the "Add a forwarding address" button is highlighted with a red box and a red arrow pointing to it. A dialog box titled "Add a forwarding address" is open in the foreground, containing a text input field with the placeholder "myemail@somewhere.com" and "Next" and "Cancel" buttons. The background settings page shows options for POP download and IMAP access.





# Shed GMail Addresses

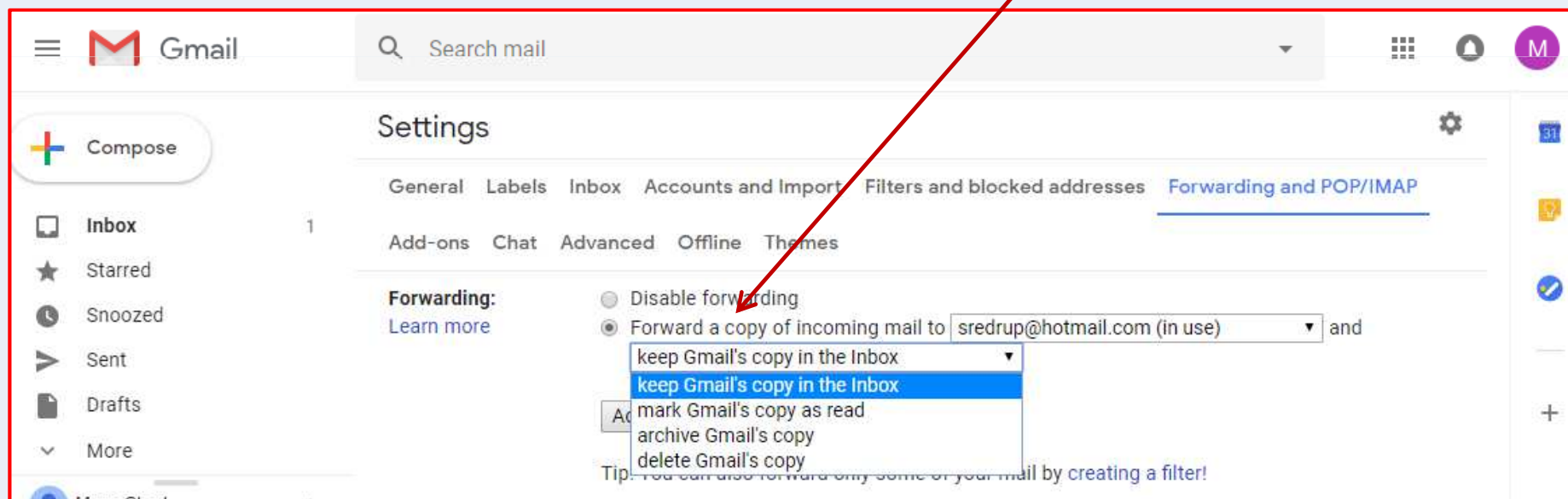
## Gmail Email Account – Setup Address Forwarding



### Your Gmail Settings - Forwarding options

Click on “Forwarding a copy of incoming mail to”.

then click your option for retaining emails within the Gmail account.





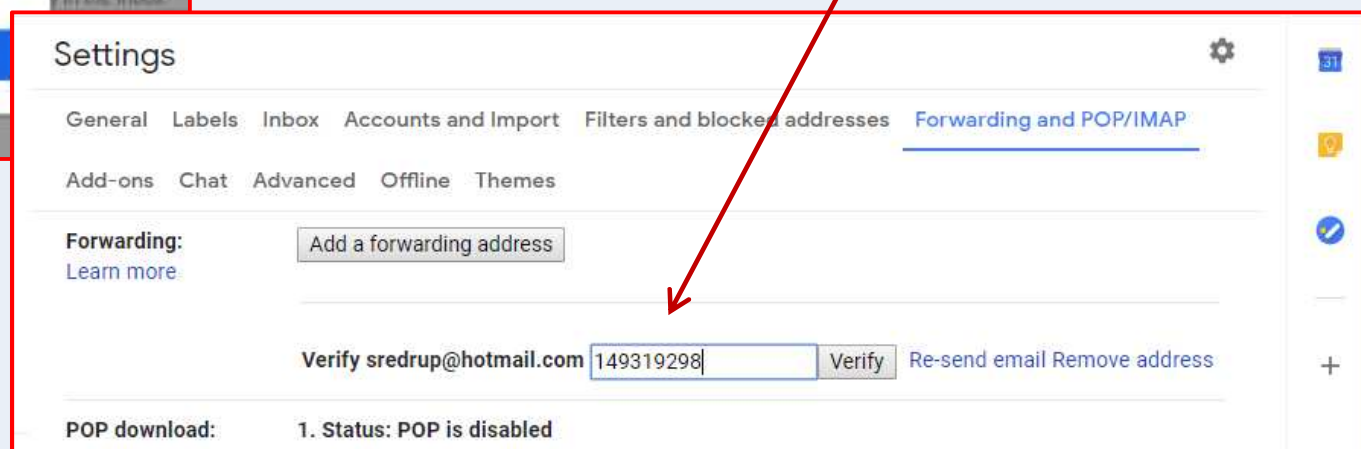
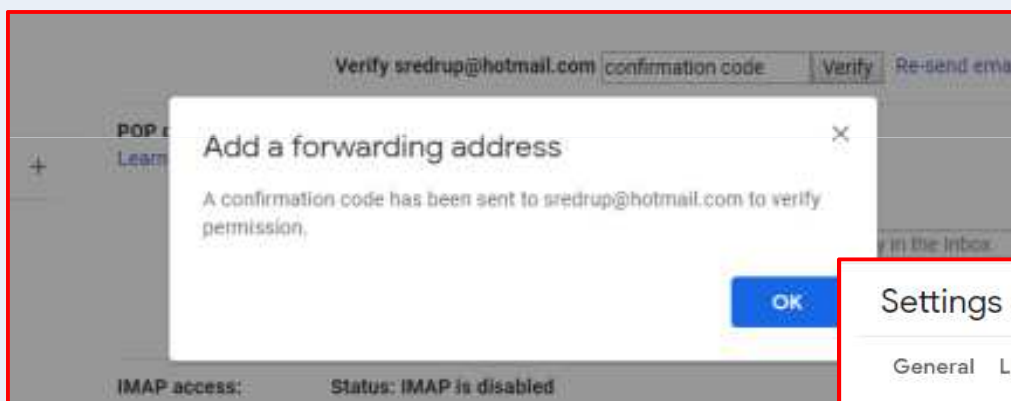
# Shed GMail Addresses

## Gmail Email Account – Setup Address Forwarding



### Your Gmail Settings – Confirming Forwarding Address

Having added the Forwarding Address, Google will want to ensure that the address is valid and that the owner of the address agrees. An email is sent to the address with a code.





# Shed GMail Addresses

## Gmail Email Account – Setup Address Forwarding

### Your Gmail Settings - Confirming Forwarding Address Email

Click on “link below to confirm the request” (Note the confirmation code).

(#149319298) Gmail Forwarding Confirmation - Receive Emails from purdermensshed@gmail.com



Gmail Team <forwarding-noreply@google.com>

11/12/2018 12:28

To: sredrup@hotmail.com

purdermensshed@gmail.com has requested to automatically forward mail to your email address sredrup@hotmail.com. Confirmation code: 149319298

To allow purdermensshed@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-%5BANGjdJ9Aden1nLdxSeqM7FISBXoohliHxSXl2t6yAlYh9cuOphTd9GmODYCYx1Jb9lPb9HOW1LeqjbaQ>

If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, you can send the confirmation code 149319298 to purdermensshed@gmail.com.

Thanks for using Gmail!

Yours sincerely,

The Gmail Team



Gmail

Confirmation

Please confirm mail forwarding of purdermensshed@gmail.com to sredrup@hotmail.com.

Confirm

©2018 Google – [Gmail Home](#) – [Privacy Policy](#) – !



# Shed GMail Addresses

## Gmail Email Account – Setup Address Forwarding



### Your Gmail Settings - Forwarding options

You can Add Multiple Forwarding Addresses, BUT Only One can be active at any time.

The screenshot shows the Gmail 'Forwarding and POP/IMAP' settings page. The 'Forwarding' section is active, with the option 'Forward a copy of incoming mail to' selected. A dropdown menu is open, showing a list of forwarding addresses: 'otst@hotmail.co.uk (in use)', 'otst@hotmail.co.uk (in use)', 'sredrup@hotmail.com', and '-'. The first 'otst@hotmail.co.uk (in use)' address is highlighted in blue. A red arrow points from the text 'You can Add Multiple Forwarding Addresses, BUT Only One can be active at any time.' to the dropdown menu. Below the dropdown is a 'Tip: You can also forward only some of your mail by creating a filter!'.



# Shed GMail Addresses

## Gmail Email Account – Other Possible Addresses



So we now have our Main Shed Email Address which can be forwarded to a personal email address.  
([purdermensshed@gmail.com](mailto:purdermensshed@gmail.com))

We could also create additional Email Addresses to be used for different posts or purposes.

- [chairpurderms@gmail.com](mailto:chairpurderms@gmail.com) or [chair.purderms@gmail.com](mailto:chair.purderms@gmail.com)
- [secretarypurderms@gmail.com](mailto:secretarypurderms@gmail.com) or [secretary.purderms@gmail.com](mailto:secretary.purderms@gmail.com)
- [treasurerpurderms@gmail.com](mailto:treasurerpurderms@gmail.com) or [treasurer.purderms@gmail.com](mailto:treasurer.purderms@gmail.com)
- [picturespurderms@gmail.com](mailto:picturespurderms@gmail.com) or [pictures.purderms@gmail.com](mailto:pictures.purderms@gmail.com)

These are only suggestions, you just need to make sure the address is unique enough.

## Any Questions?