**Configure your** **@coastguardchicago.org** **email address to auto-forward**

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The Flotilla 39-04 Leadership Team encourages its members to use their **@coastguardchicago.org** email address for Flotilla related matters. The following instructions were created in an effort to help you with the transition to using your **@coastguardchicago.org** email address on a regular basis. **Please note these configuration settings are optional.**

**Login to your @coastguardchicago.org account**

1. ***Important****:* Navigate your web browser to: <http://www.gmail.com>
2. ***Important****:* Type your entire **Username@coastguardchicago.org** email address into the Username field and Password and click the “**Sign in**” button:



1. ***Important****:* Upon successful login you will see the Coast Guard Auxiliary flag and your Coast Guard Auxiliary email address as noted below:



**OPTIONAL: Forward Email from your @coastguardchicago.org email address to a secondary email address.**

You have the option to send and receive emails from your @coastguardchicago.org address. Follow the following instructions to forward email received into your @coastguardchiacgo.org address to a secondary email address.

1. Click the  icon and select the “**Settings**” menu option:



1. Click the “**Forwarding and POP/IMAP**” tab followed by the “**Add a forwarding address**” button:



1. Enter your preferred secondary email address into the text box as noted below and click the “**Next**” button:



1. In this example I will establish a secondary forward from my carlos.gonzalez@coastguardchicago.org address to my “secondary” email address: carlosatnelson@gmail.com:



1. **Proceed** with the confirmation:



1. Acknowledge the confirmation code message:



1. Go to your “secondary” email account and click your unique link which will be found in the same area as the link outlined below:



1. You will be taken to a “**Confirmation Success!**” message:



**Enable the Forwarding to your secondary email address:**

1. Go back to the  icon and select the “**Settings**” menu option. Select the “**Forwarding and POP/IMAP**” tab once again. Under the **Forwarding** option the “Disable forwarding” selection will be enabled.
	1. Click the option: “**Forward a copy of incoming mail to** “*secondary email address*” **and select** either one of the four choices in the image below:
		1. Keep U.S. Coast Guard Auxiliary Flotilla 4 Mail’s copy in the Inbox – ***Highly Recommended***
		2. Mark U.S. Coast Guard Auxiliary Flotilla 4 Mail’s copy as read
		3. Archive U.S. Coast Guard Auxiliary Flotilla 4 Mail’s copy
		4. Delete U.S. Coast Guard Auxiliary Flotilla 4 Mail’s copy
	2. Click the **Save Changes** button.

 

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