How to log into your email.

Please bookmark and use this link http://mail.al-anon-co.org . Enter your Area 5 email account (i.e.: website@al-anon-co.org) and password. If you don't have your password, email the website coordinator at (website@al-anon-co.org) and they will reset the password.

Here are some online tutorials about your Gmail account,

http://www.gcflearnfree.org/gmail

Google Documents,

http://www.gcflearnfree.org/googledocuments

 and Google Drive,

http://www.gcflearnfree.org/googledriveanddocs

These are all features that are included with your Area 5 Gmail account. You can also go to https://support.google.com/docs/answer/49008?hl=en for more detailed information for support from Google.

The following document provides basic instructions to set up your email account and make it work for you. You can also go to this link for more details - https://support.google.com/accounts/answer/27442?hl=en

# How to change the name that's linked to your email address.
Note: This will not change *the email address itself*.

As you are typing in the email name ('butterfly' for example), you may notice that the name is of the previous person as shown below:
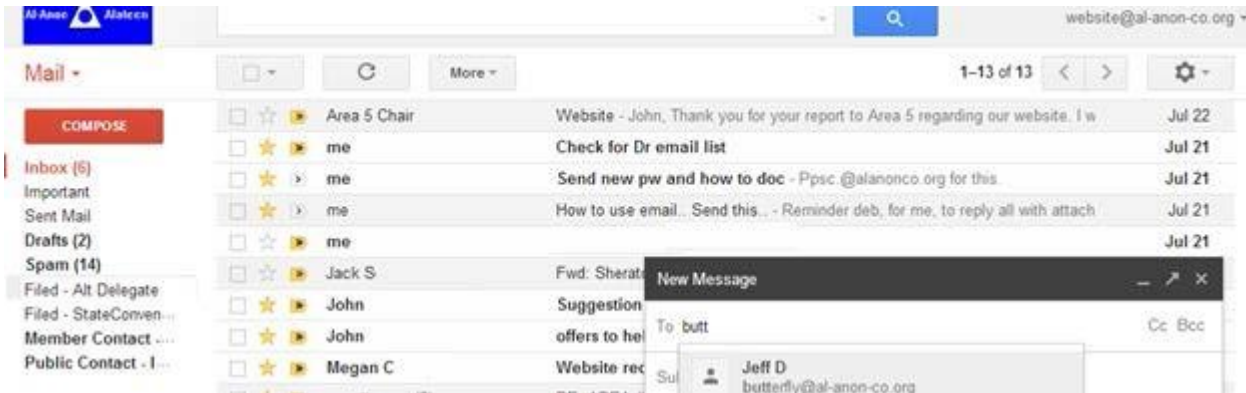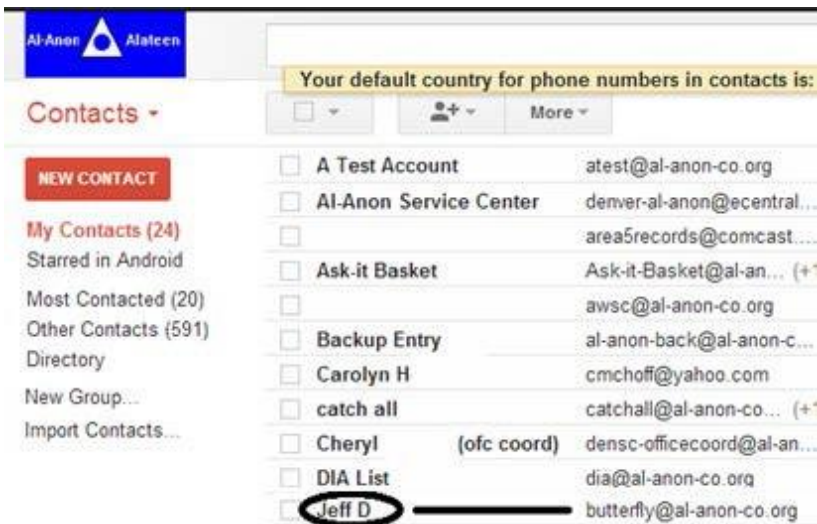

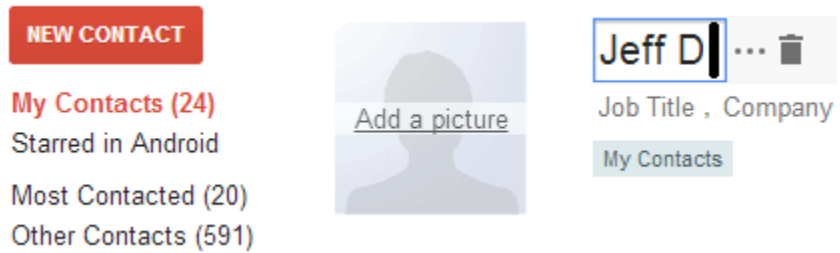I cannot, as email administrator, change this for you but you can by doing the following:

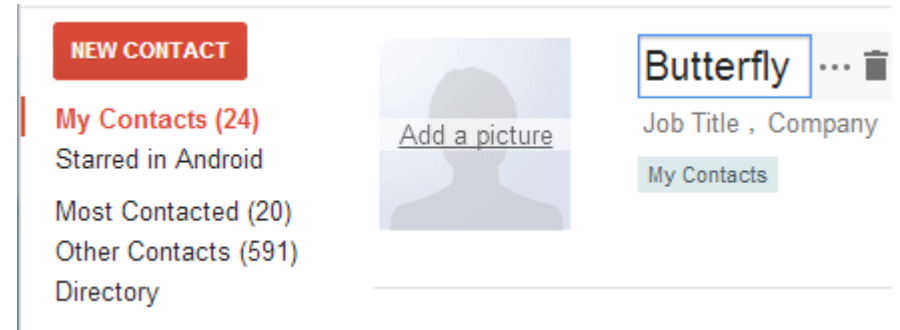1) Click on the red down arrow next to mail, then click on 'Contacts':
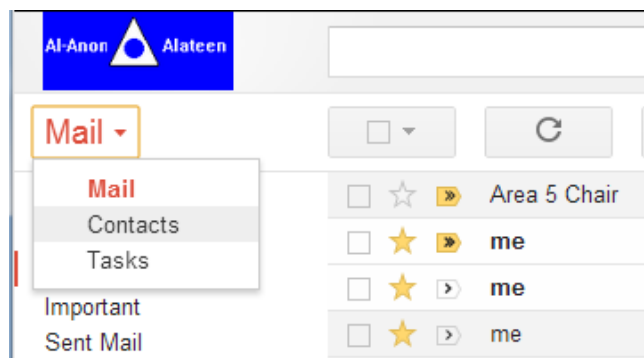
2) Find the email alias then click on the name of the person (circled below):

3) If you put the mouse arrow where the big, black bar is below, it will turn into a bar. Click to edit

4) Type in the new name (or just the position as shown) and hit enter:

5) The circled message shows that the change has been made:

How to automatically forward incoming emails to another email account

*NOTE: **Please use forwarding as a way to only read incoming messages.** To reply, log into your AWSC email account, find the message and reply from there. That will keep your personal email personal and people receiving the email will know it is from Al-Anon and will keep your anonymity intact. This is for your convenience but please note that the email will not be organized for the next person in your position and **this will need to be removed at the end of your term**.*

1) Log into http://mail.al-anon-co.org. Enter your Area 5 email account (i.e.: website@al-anon-co.org) and password.
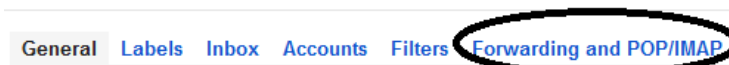
2) Look for the 'gear' in the upper right hand corner.
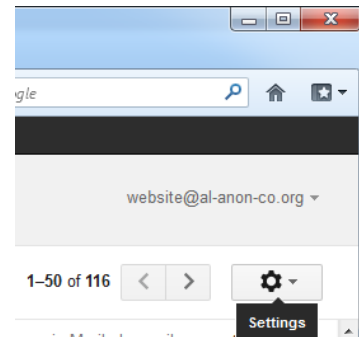
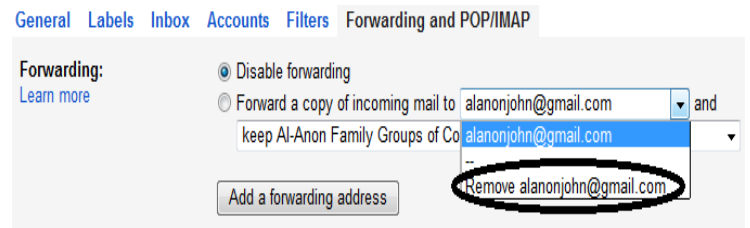3) Left click on it to see the settings menu and then click on settings.
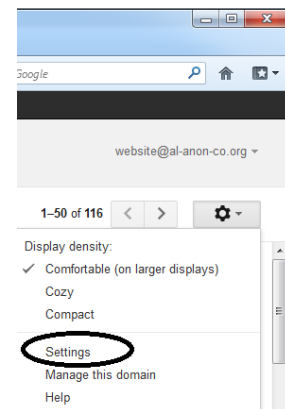
4) Click on words on the far right that say "Forwarding and POP/IMAP" (shown above)
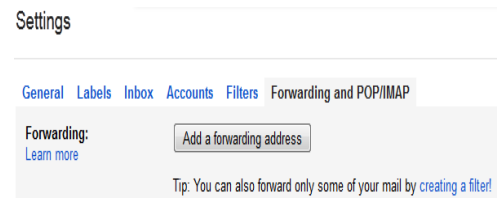
5) If the email is already being forwarded to someone else, you will need to remove them first.
Do this by clicking on the arrow to the left of the 'and' then click on the line that says 'Remove xxx@xxx.xxx' as shown to the right.
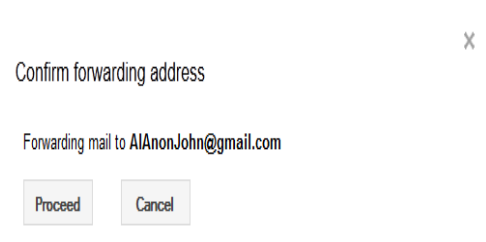
6) Now set up your new forwarding if you want to have mail forwarded. Do this by clicking on the 'Add a forwarding address' button as shown to the right.
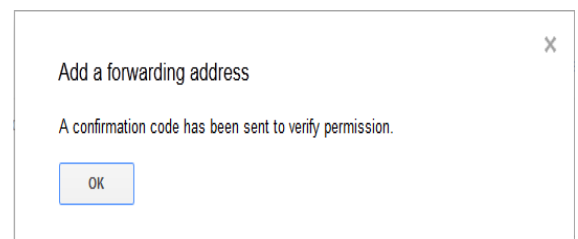
7) Enter the email address you want to send your email to and Left mouse click on the next button as shown below.
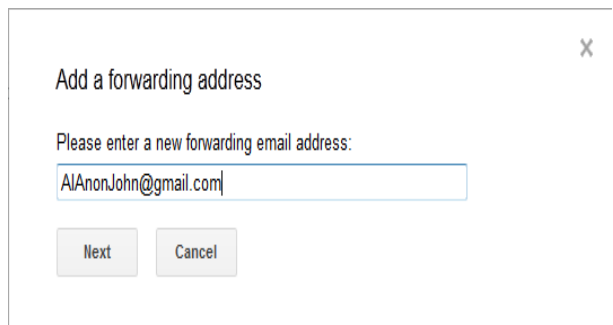
8) Left mouse click on the proceed button.

9) You will see the message below. Click on the OK button.

10) For security purposes, a verification email will be sent to your other email account. Open your other email account and find the confirmation message from the Gmail team. If you're having trouble finding it, check your Junk folder. Your inbox will show something similar to this:

11) Open this email and click on the verification link indicated with the black box:
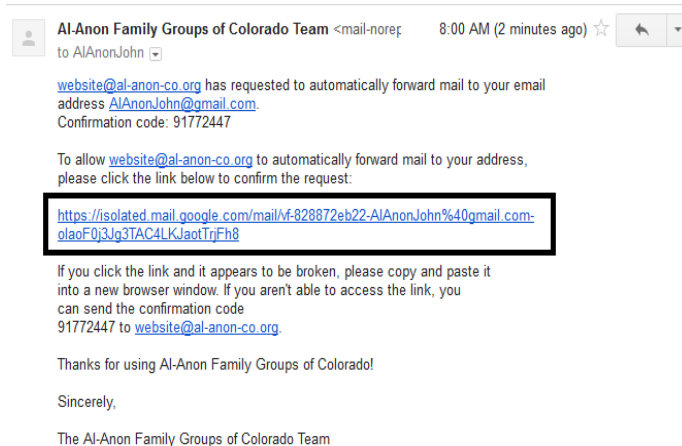
12) Back in your Gmail account, reload the page in your web browser - look for the reload icon.

13) On the same **Forwarding and POP/IMAP** page in Settings, check that **Forward a copy of incoming mail** is selected and your email address is in the drop-down menu In the second drop-down menu, choose what you want Gmail to do with your messages after they're forwarded, such as **keep Gmail's copy in the Inbox (recommended)** or archive Gmail's copy (this will move the email from the Inbox to the All Mail folder). Click **Save Changes** at the bottom of the page

Email Management

Gmail uses labels, that works like a folder, to organize emails.

"Move to" (that thing that looks like a folder) removes all current labels and applies the new one. Technically, you aren't really moving anything, just removing the previous label and applying the new one. If an email is currently in the Inbox, and you "move it," you will remove it from the inbox (aka archive it) and apply the new label. Click on the email you would like to change and use the Move to in order to relabel it. It will then be stored in the new label.

You can find your archived email by searching for it in "**All mail**."

Applying "Labels" simply organizes emails within your Inbox. You can apply many different labels to one email.

So.... you can use the folders/labels if that would be helpful but you can also just archive them too. (Archive is that icon with the down button.) The latter might be easier/faster if you don't think you'll reference them again. That said, Google's search in Gmail is very powerful so there should be no problems finding old emails if you know something about them.

To See A Saved Password in a Web Browser

This can be used if you ever forget your password that has been saved in a web browser and you need to find out what it is. When you see the ******* in the password box it means that it is saved for that particular sign on.

Here's a quick YouTube video on it for the Chrome browser:

https://youtu.be/0HI_mNoSE0A

Here's a quick YouTube video on it for the Internet Explorer browser:

https://youtu.be/dL0wth8lV88