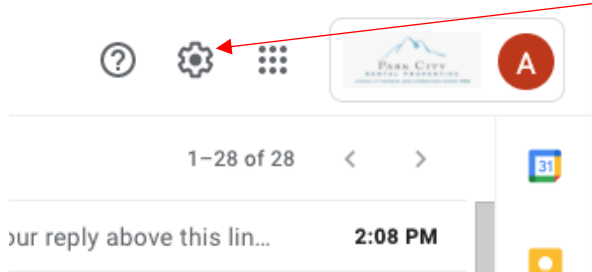


## HOW TO SET UP EMAIL AUTO FORWARD

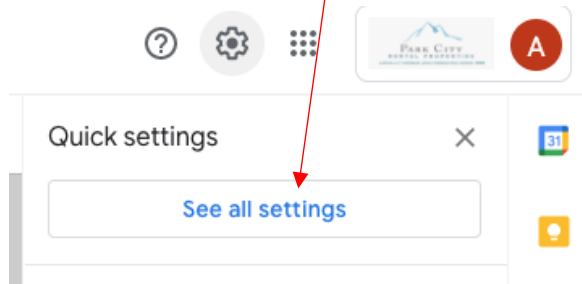
THE FOLLOWING PROCESS WILL NEED TO BE DONE IN ALL EMAIL ACCOUNTS YOU WANT FORWARDED IE YOUR PARKCITYVACATIONRENTALS, AUSTINVACATIONRENTALS, SEDONA.ORG, ILOVEWHITEFISH, AND ILOVESCOTTSDALE EMAIL ACCOUNTS.

-Go to <https://mail.google.com/> and sign in to the specific territory email account (your parkcityvacationrentals, austinvacationrentals, Sedona.org, ilovewhitefish, or ilovescottsdale email)

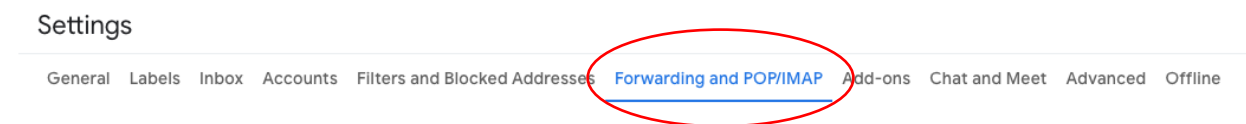
-In the upper righthand corner of the screen select cogwheel icon for settings



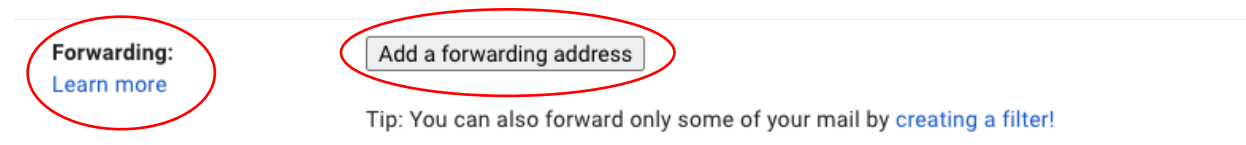
-Select "See all Settings"



-Click on the "Forwarding and POP/IMAP tab at the top



-In the "Forwarding" section at the top, click on "Add a Forwarding Address"



-Enter in the address you want the emails forwarded to (your ilovevacations email address) then select "NEXT"

## Add a forwarding address

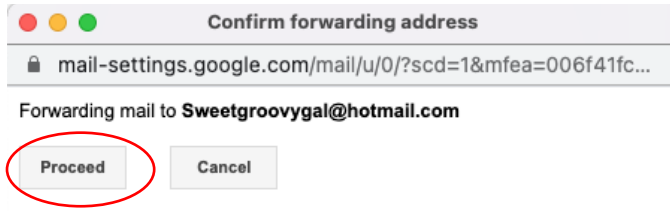


Please enter a new forwarding email address:

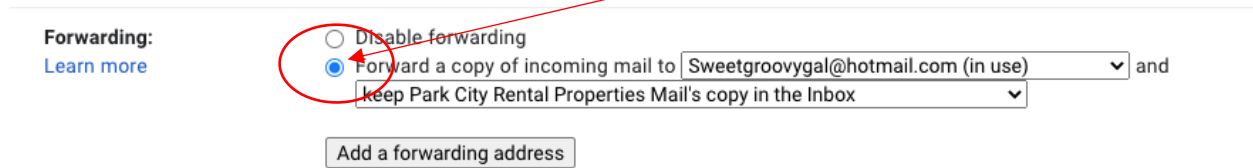
Cancel

Next

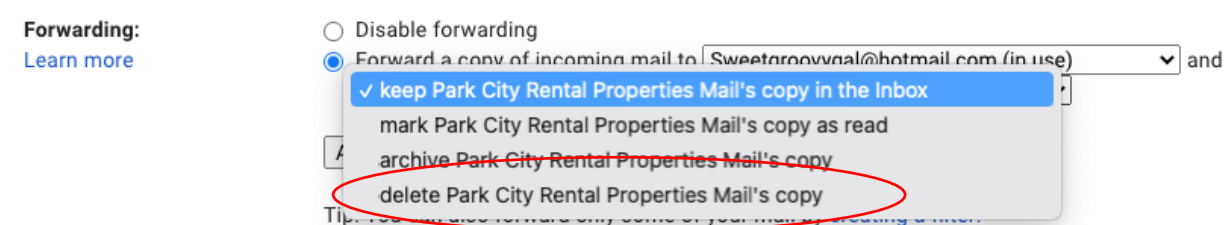
-A screen will populate near the top asking you to confirm the forwarding email address. Make sure the address is correct then select Proceed.



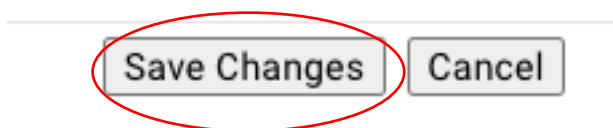
-Click on the dot next to "Forward a copy of incoming mail to.."



-Click on the dropdown box that says "keep Park City Rental Properties Mail's copy.." and select "delete Park City Rental Properties Mail's copy"



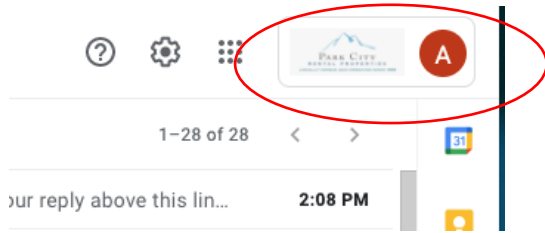
-Click on "Save Changes" at the bottom of the page.



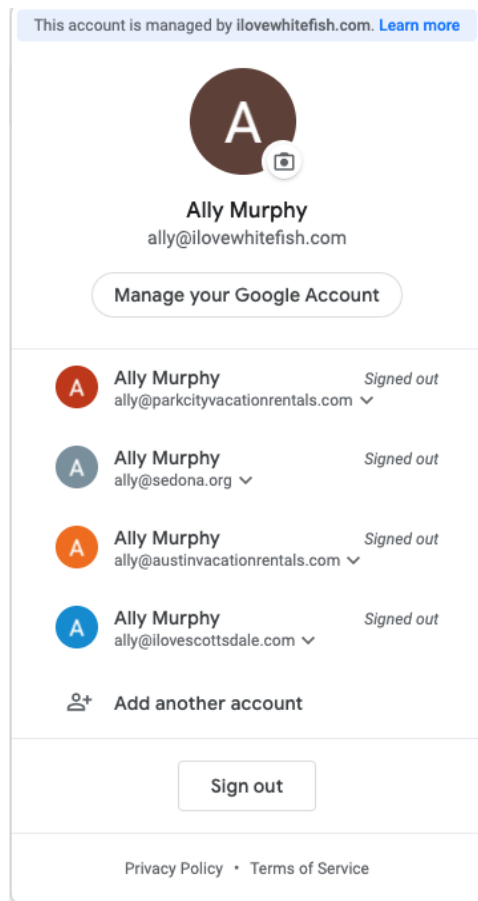
You will now sign in to the next email account and follow the same steps above until all the accounts have the forwarding address set to your llovevacations email.

To sign in to the next email account:

Go back to the top of the screen and click on the circle with your initials in it.



Select the other email account from the dropdown list if you see it, or select “add another account” if you don’t see it on the list.



\*\*\*\* After you have set up auto forward in all of your accounts, have someone send you a few test emails to each of your email addresses to make sure the forwarding is working.