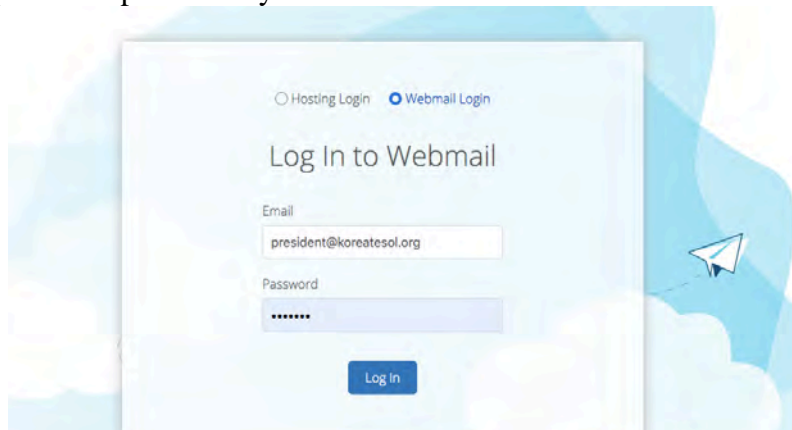


Setting up email "forwarding to" & "reply from" for your @koreatesol.org email account with Gmail. *(note: this doesn't affect the official "Inbox" on KOTESOL server)*

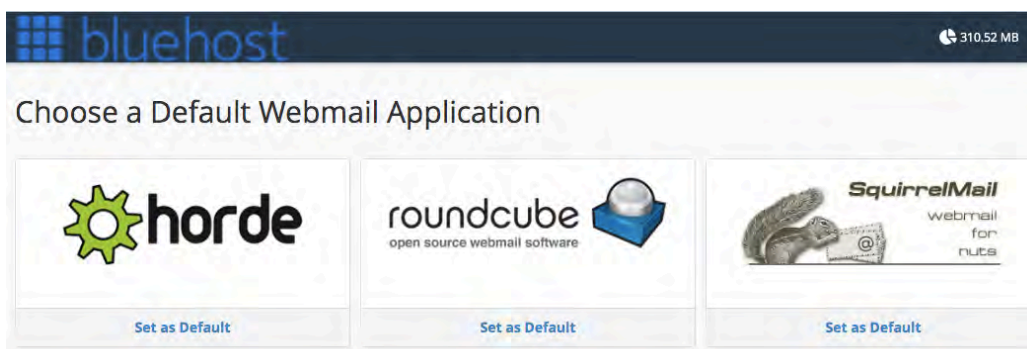
1. Go to <http://bluehost.com>.



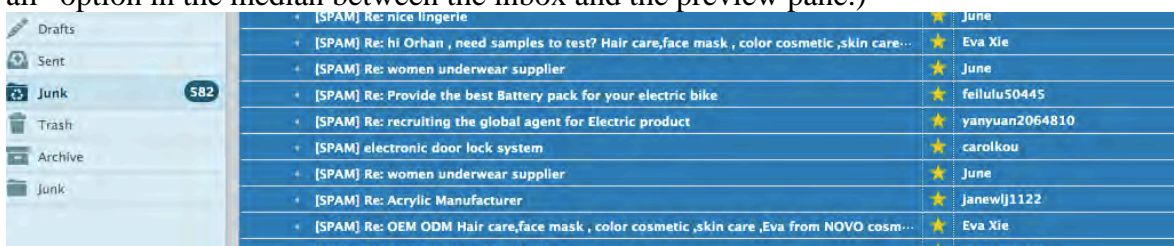
2. Click "login," then select "Webmail Login." Enter the @koreatesol.org address and password provided by our tech team.



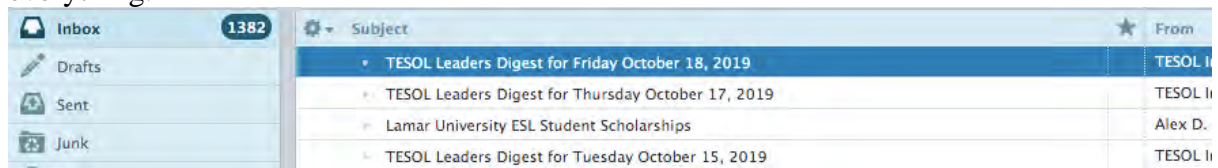
3. Choose a default mail application. (It doesn't really matter which one you select; since you're setting up this account to be used with Gmail, you won't be using this webmail application very often. Roundcube is used as a model in the steps below.)



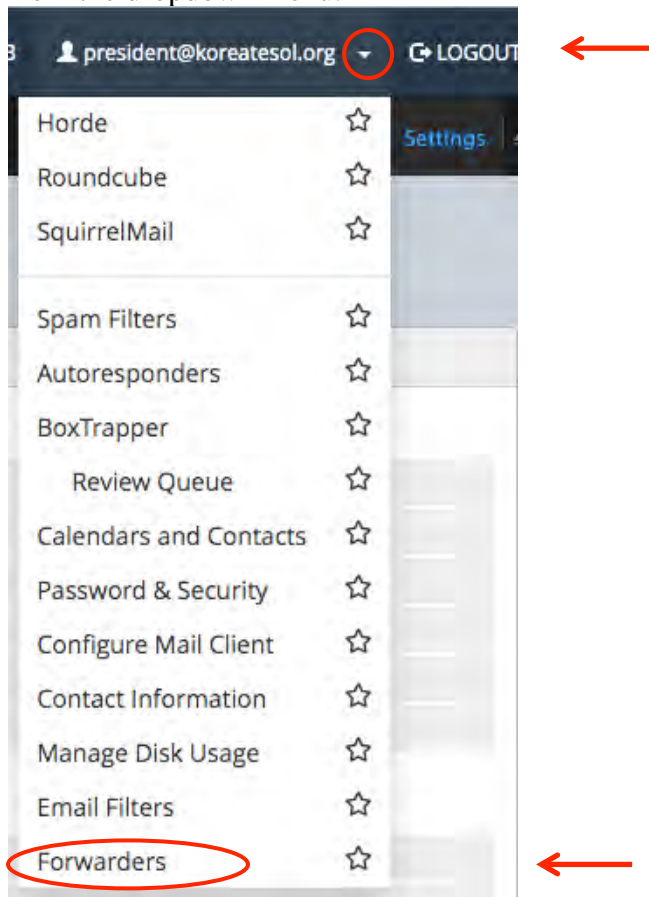
4. Clear out the Spam/Junk folder. (In Roundcube, this can be accomplished via the "Select all" option in the median between the inbox and the preview pane.)



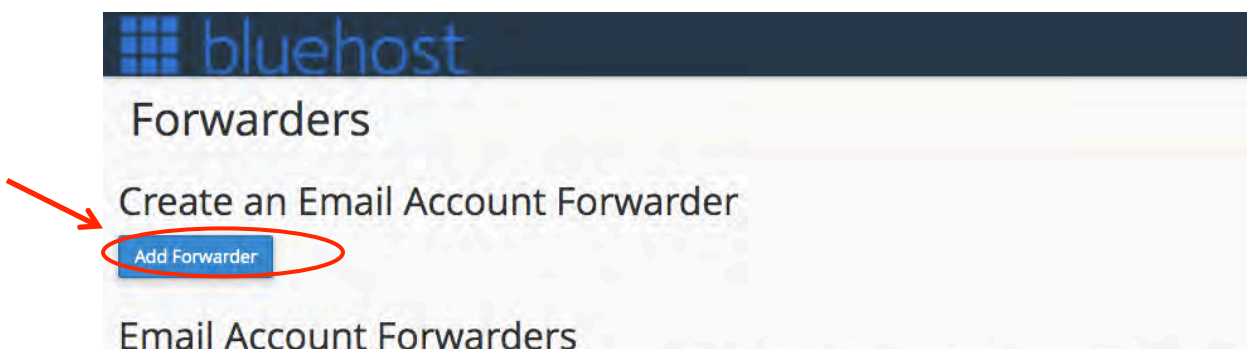
5. Look at the inbox; make sure the most recent things have been taken care of, then archive everything.



6. Click the arrow next to your login name in the upper-right corner, then select “Forwarders” from the dropdown menu.

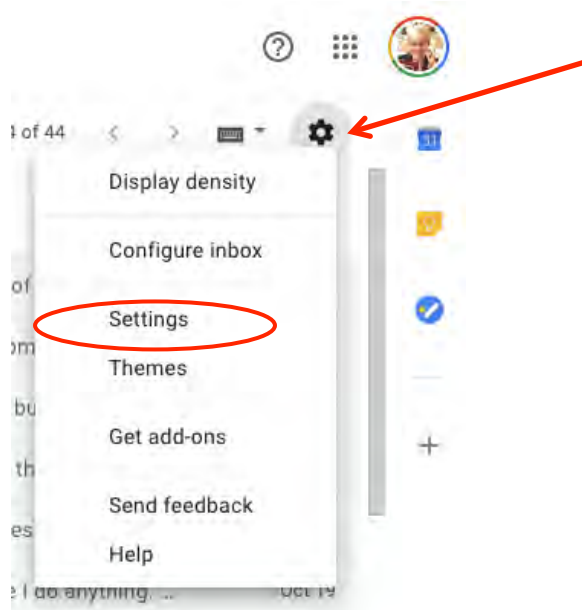


7. Click “Add Forwarder,” then enter into the text field the Gmail address you’d like everything forwarded to. Click the “Add Forwarder” button to confirm.

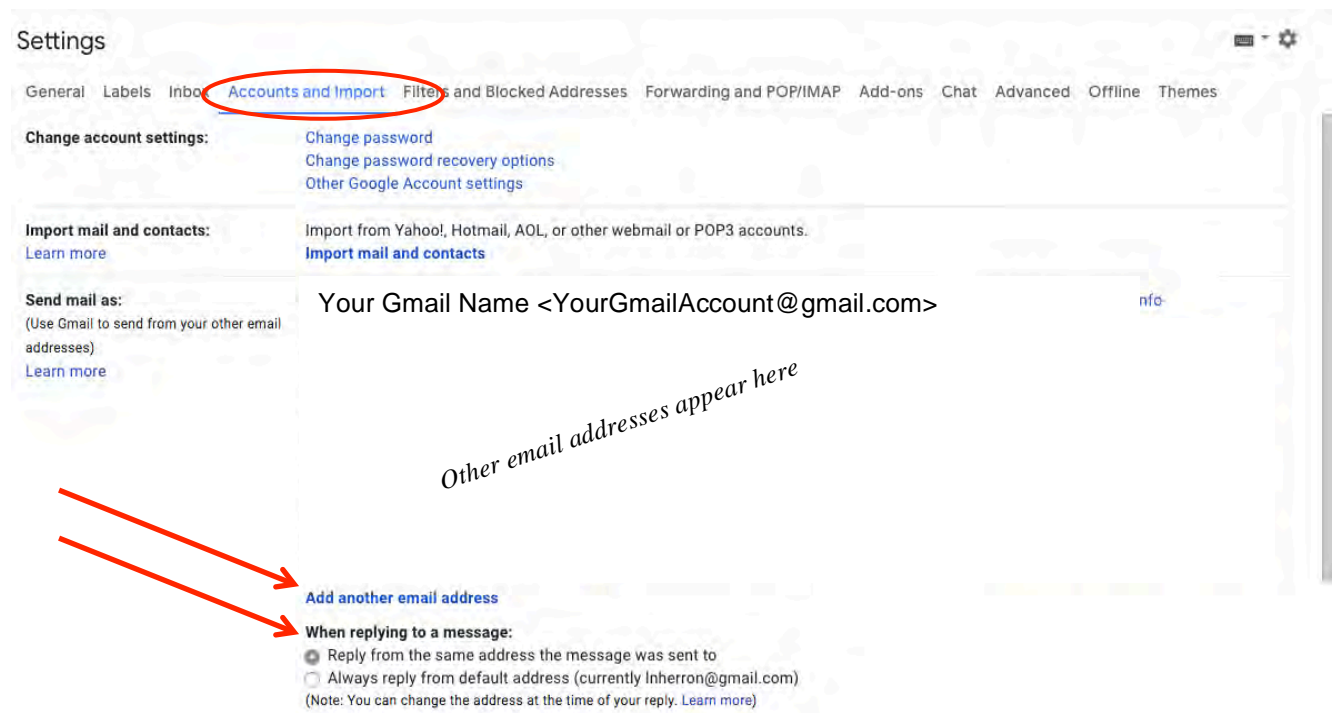


Now you’re ready to set up Gmail to send and receive emails to this KOTESOL address. (For reference, these settings are available in the dropdown menu next to your username, as “Configure Mail Client,” but you won’t need them if you’re using this guide.)

8. Log in to your regular Gmail account. Click the Settings icon (the gear-shaped icon) in the upper-right corner. Then choose “Settings” in the drop-down menu.

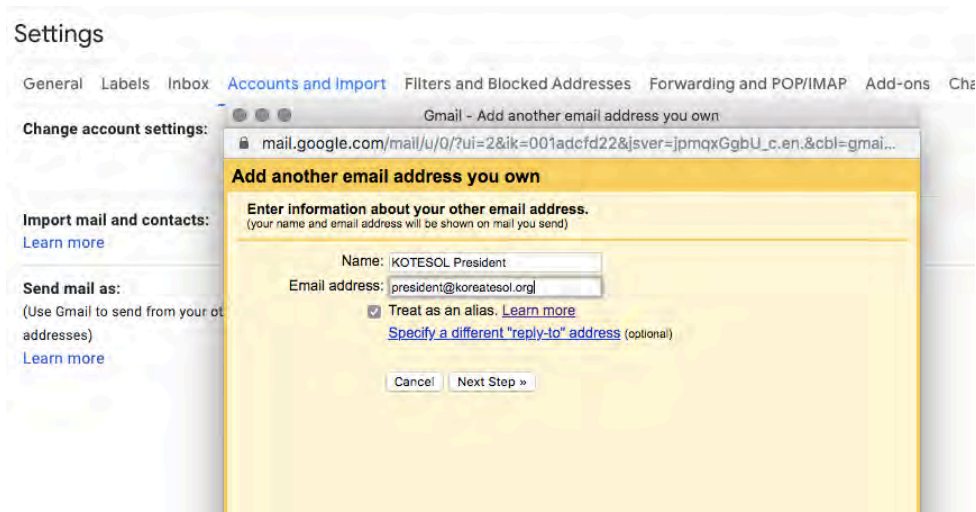


9. Once you’re on the settings page, go to the “Accounts and Import” tab.” Under “Send mail as,” you need to do two things: for “When replying to a message,” select “Reply from the same address the message was sent to”; and in order to add your new KOTESOL email address, click “Add another email address.”

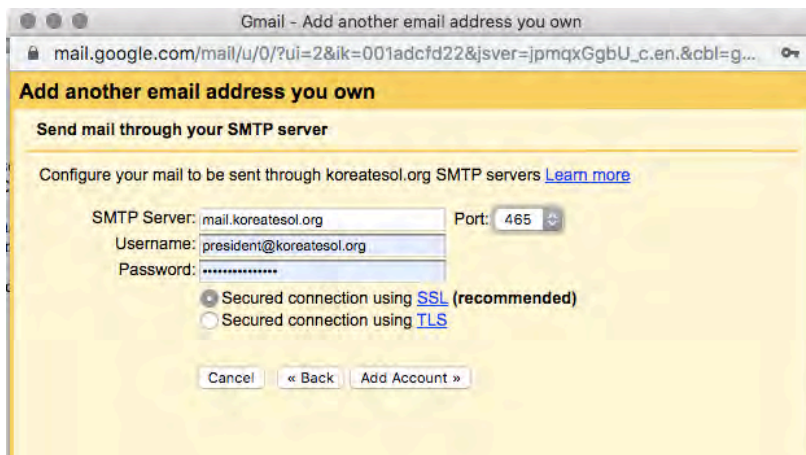


10. A pop-up box will appear. Enter the account name as you’d like it to appear in the “From” field when you use this account. It should be something that sounds official. Then

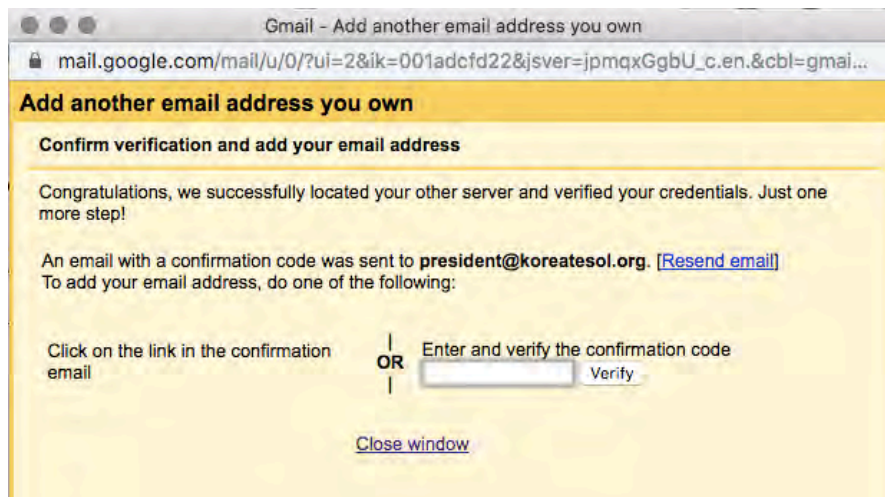
enter the official KOTESOL email address you're using. (Keep "Treat as an alias" checked.) When you're finished, click "Next Step."



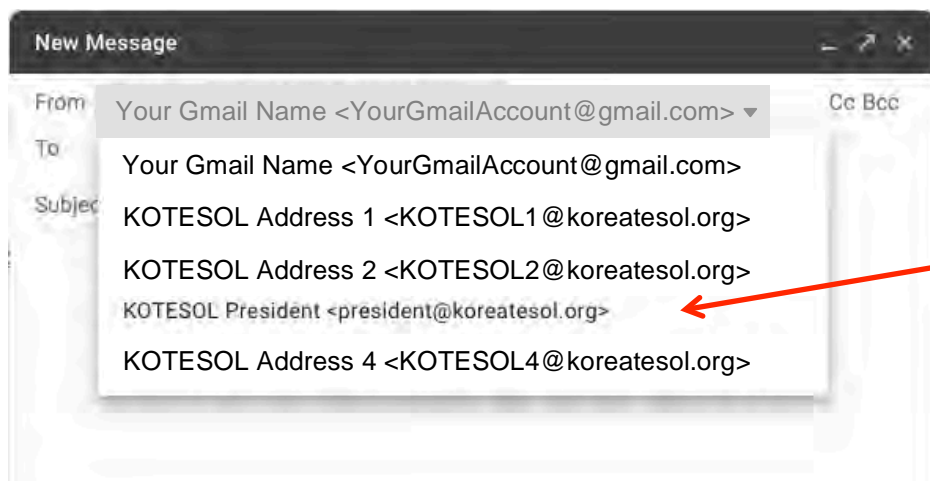
11. The next step should say "Send mail through your SMTP server." Enter the KOTESOL email address as your username and then enter the password for that email address. Set the port to 465. Then click "Add Account."



12. A verification link and code will be sent to the KOTESOL email address. If you've configured the email forwarder properly, it should appear in your Gmail account. Click the verification link or enter the verification code.



13. Congratulations! Your account should be ready to go. In Gmail, open a new email, then click the arrow that appears next to the “To” field. You can use this dropdown menu to choose the email address you’d like to send emails from.



Your new KOTESOL address should be available as a “From” option.

Sent emails will be saved in your Gmail account, and your Bluehost webmail account will keep a copy of all received emails.

14. *Final step:* **Test the system.**

First, log in to a non-Gmail, non-KOTESOL account and **send a test email** to your KOTESOL email address. Does it come through in Gmail? Perfect! That means the forwarder is working.

Next, click **reply** on that test email. When the “compose” box opens, check the **sender address** first: Does it automatically choose the new KOTESOL address? If not, there may be a problem. Go back to Gmail’s settings and click “Accounts and Import.” Make sure “Reply from the same address the message was sent to” is selected.

Now try **sending the email**. Does it send without any problems? Does your non-Gmail account receive it safely? (Check the spam folder, and keep in mind it might take a little while for the email to come through.) **If the email doesn’t send**, go back to Gmail’s settings and click “Accounts and Import.” Click “edit info” next to the KOTESOL account. Change the port to 587 and repeat the testing process.

Be sure to check email on the server (Roundcube, etc) from time to time to delete spam and un-needed old messages.