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.

Log lo to Wohmail	
Log In to webman	
Email	
president@koreatesol.org	
Password	<

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.)

Image: Sent • [SPAM] Re: hi Orhan , need samples to test? Hair care,face mask , color cosmetic ,skin care • Eva Xie Image: Sent • (SPAM] Re: women underwear supplier • June Image: Sent • (SPAM] Re: vomen underwear supplier • fellulu S0445 Image: Trash • (SPAM] Re: recruiting the global agent for Electric product • yanyuar2064810 Image: Archive • (SPAM] electronic door lock system • carolkou	18	· · · · · · · · · · · · · · · · · · ·	Deftr	
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Trash • [SPAM] Re: recruiting the global agent for Electric product • yanyuan2064810 Image: Archive • [SPAM] electronic door lock system • carolkou Image: Archive • [SPAM] electronic door lock system • carolkou	Ċ,	🚖 feilulu50445	unk 582 · [SPAM] Re: Provide the best Battery pack for your electric bike	feilulu50445
Archive (SPAM) electronic door lock system de carolkou	盲	🔶 yanyuan2064	Frash (SPAM) Re: recruiting the global agent for Electric product	yanyuan2064810
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, ISSAM) P5-1 aver Machine Manufacturer 🔶 losneedlaser .		🔶 lospeedlaser	, ISDAM) P5-Laser Machine Manufacturer	lospeedlaser

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

Inbox 1382	Ø+ Subject	*	From
Drafts	 TESOL Leaders Digest for Friday October 18, 2019 		TESOL I
(A) Sent	TESOL Leaders Digest for Thursday October 17, 2019		TESOL I
	 Lamar University ESL Student Scholarships 		Alex D.
Junk	- TESOL Leaders Digest for Tuesday October 15, 2019		TESOL I

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

L president@koreatesol.or	g 🕞	
Horde	습	Settings
Roundcube	☆	
SquirrelMail	☆	
Spam Filters	☆	
Autoresponders		
BoxTrapper	☆	
Review Queue		
Calendars and Contacts	☆	
Password & Security		
Configure Mail Client		
Contact Information	☆	
Manage Disk Usage	☆	
Email Filters		
Forwarders		-

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."

General Labels Inbox	Accounts and Import	Filters and Blocked Addresses	Forwarding and POP/IMAP	Add-ons	Chi
	000	Gmail - Add another email addre	ess you own		
Change account settings:	a mail.google.com/	mail/u/0/?ui=2&ik=001adcfd22&js	ver=jpmqxGgbU_c.en.&cbl=g	mai	
	Add another email	address you own			
mport mail and contacts:	Enter information abo (your name and email addres	out your other email address. ss will be shown on mail you send)			
Leann more	Name:	KOTESOL President			
Send mail as:	Email address:	president@koreatesol.org		- L.	
Use Gmail to send from your ot		Treat as an alias. Learn more			
addresses)	5	Specify a different "reply-to" address (op	otional)		
Learn more		Cancel Next Step »			

11. The next step should say "Send mail through your STMP 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."

j ••

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.

000	Gmail - Add another email address you own
a mail.google.c	om/mail/u/0/?ui=2&ik=001adcfd22&jsver=jpmqxGgbU_c.en.&cbl=gmai
Add another en	nail address you own
Confirm verificat	ion and add your email address
Congratulations, w more step!	ve successfully located your other server and verified your credentials. Just one
An email with a co To add your email	onfirmation code was sent to president@koreatesol.org . [Resend email] I address, do one of the following:
Click on the link i email	in the confirmation OR Enter and verify the confirmation code
	Close window

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.