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## Guide to email forwarding

This factsheet is for people connecting through VARTA's Donor Conception Register Services (DCRS).

- 1. This guide uses Google Mail. Create your new deidentified email as prompted on <u>www.gmail.com</u>.
- 2. Go to Settings in the top right-hand corner.



3. A drop-down menu will appear. Click on *See all settings* to see all settings.



4. In your Settings, click on the top tab labelled *Forwarding and POP/MAP*.

Settings									
General	Labels Inbox	Accounts and Import	Filters and Blocked Add ess	es Forwarding and POP/IMAP					
Add-ons	Chat and Meet	Advanced Offline	Themes						

 Type in the email address you normally use and check regularly (i.e. your everyday email address). This is where your new de-identified email will forward your messages to. Then click *Next*.



6. Once you click *Next*, confirm that your everyday email address is correct.



7. Once you confirm your everyday email address is correct, click *Proceed*.

:	Confirm forwarding address - Work - Microsoft Edge - 🗆 🗙									
	Ô I	https://mail-settings.google.com/mail/u/0/?scd=1&mfea=00								
-	Forwarding mail to									
L	Proc	Proceed	Cancel							
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8. Gmail will email you a *Verification Code* to your everyday email address. Put in that code as prompted on the screen and click *Verify*.



9. Once you verify your everyday email address, make sure the forwarding function is selected.



10. **IMPORTANT:** Save the email address of the person you are linked with through VARTA to your *Contacts* to ensure that their emails do not get filtered into your spam folder.

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