



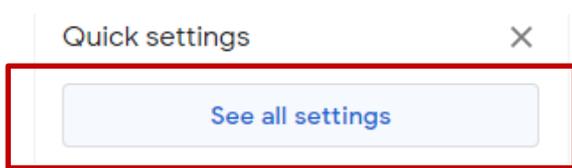
Guide to email forwarding

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

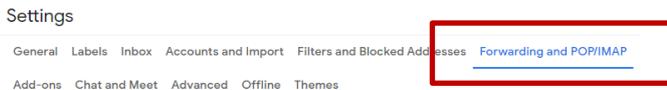
1. This guide uses Google Mail. Create your new de-identified email as prompted on www.gmail.com.
2. Go to *Settings* in the top right-hand corner.



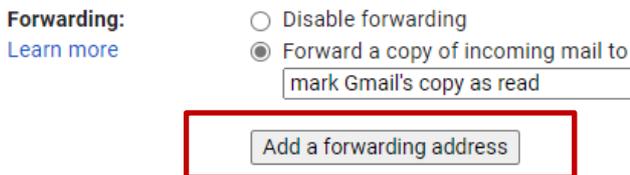
3. A drop-down menu will appear. Click on *See all settings* to see all settings.



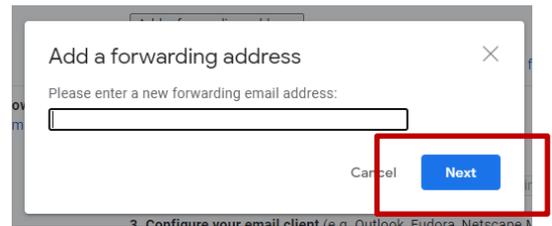
4. In your *Settings*, click on the top tab labelled *Forwarding and POP/IMAP*.



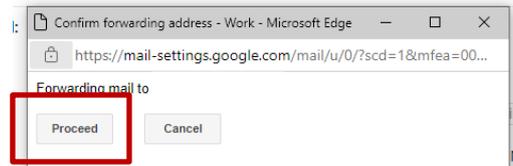
5. Type in the email address you normally use and check regularly (i.e. your everyday email address). This is where your new de-identified email will forward your messages to. Then click *Next*.



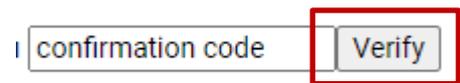
6. Once you click *Next*, confirm that your everyday email address is correct.



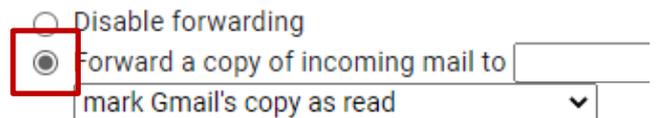
7. Once you confirm your everyday email address is correct, click *Proceed*.



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.