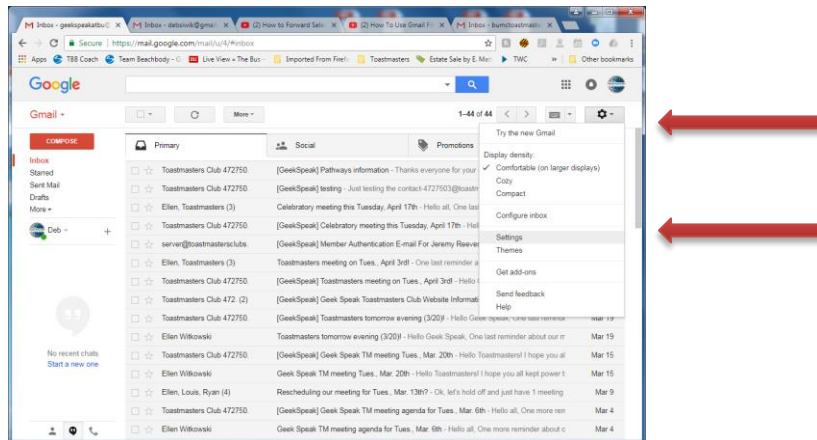
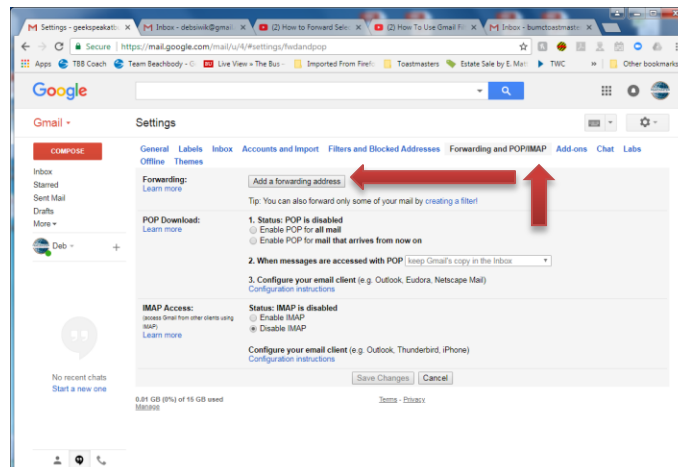


Forwarding Basecamp emails from Gmail

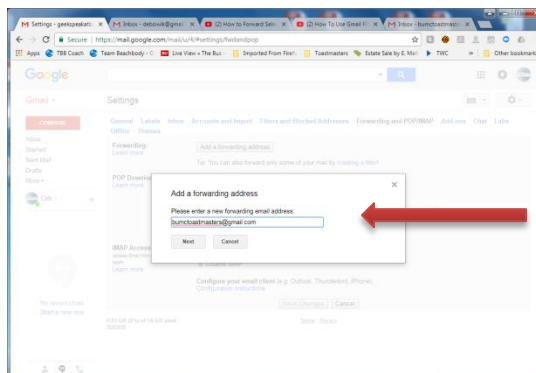
1. Create a club email in Gmail. 'yourclub'@gmail.com
2. From Gmail, open Settings:



3. Go to Forwarding and POP/IMAP tab

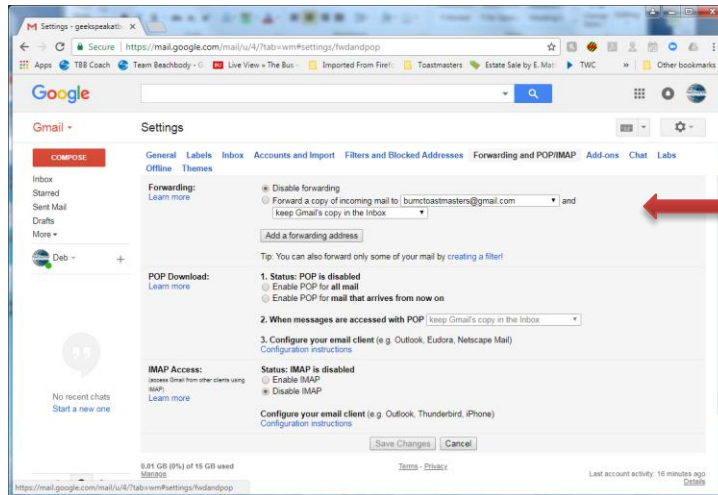


- a. Add forwarding address

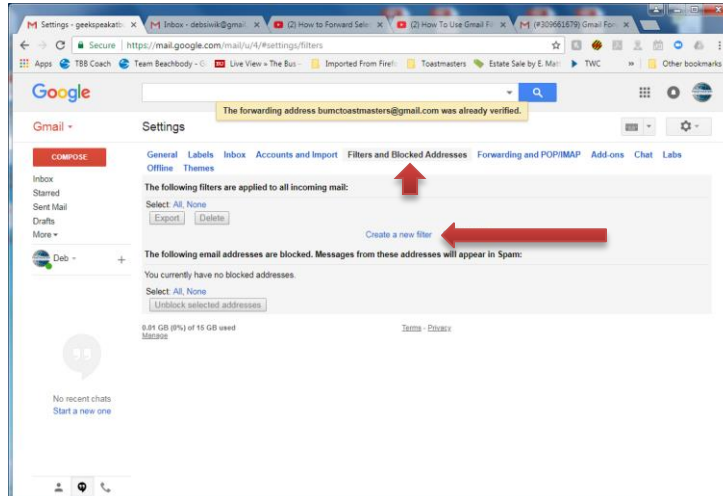


- b. A notice will be sent to the address for approval.

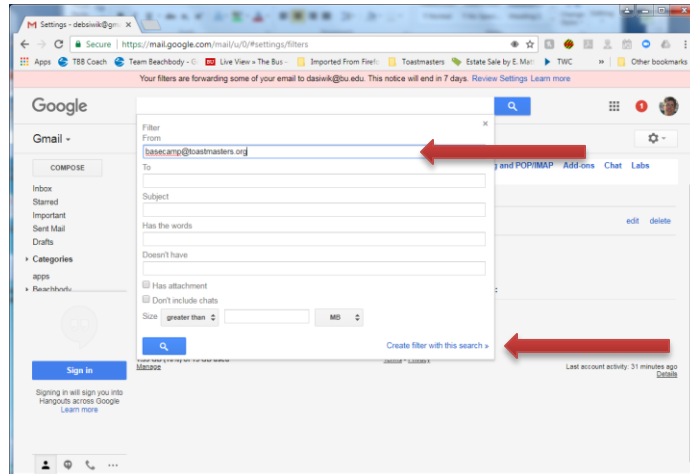
- c. Repeat for each address for forwarding (President, VP Education, Secretary)
- d. Once the addresses are approved by their owner, you will be able to forward to them. Don't click on the forward box here. You need to set up a filter first.



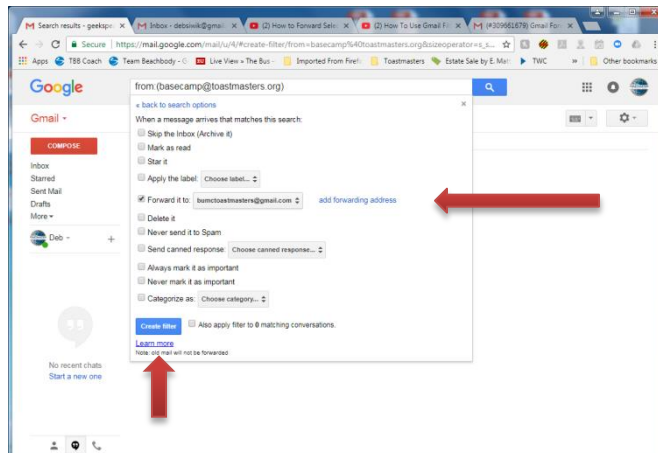
4. Go to Filters and Blocked Addresses tab



- e. Create a New Filter
- f. In From box enter basecamp@toastmasters.org



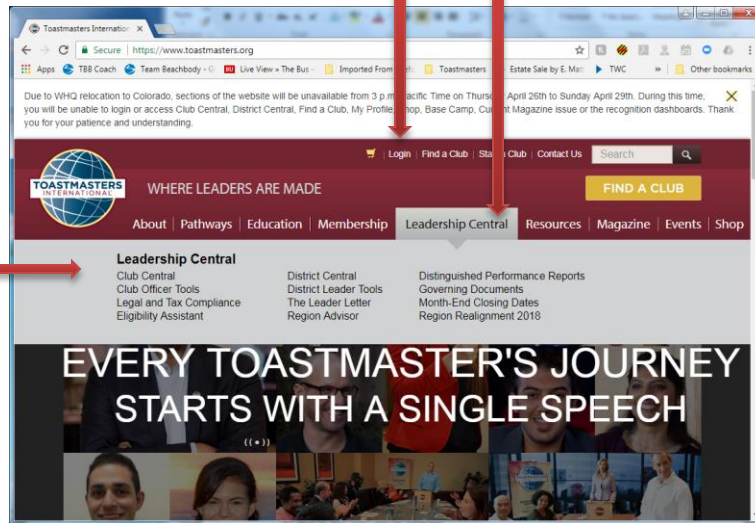
- g. Click 'Create filter with this search'
- h. Check forward address box and pick one of the addresses (entered earlier on Forwarding tab)



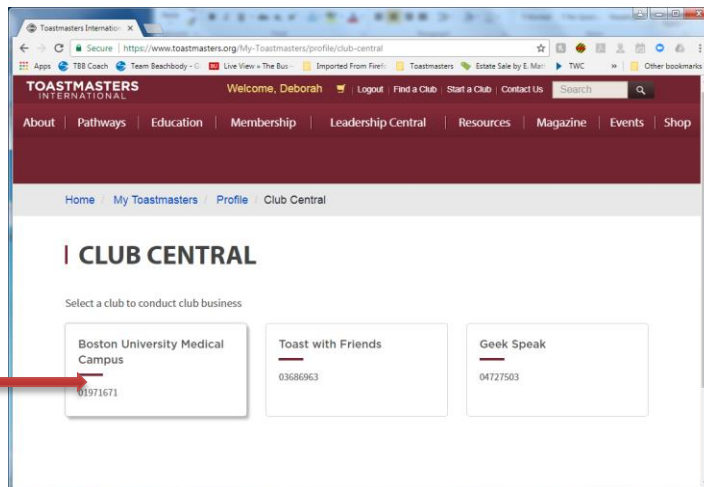
- i. Click Create Filter
5. Repeat filter creation for each of the President, VP Education, and Secretary emails.

Change your club's public email address in Club Central to the contact email you just set up above.

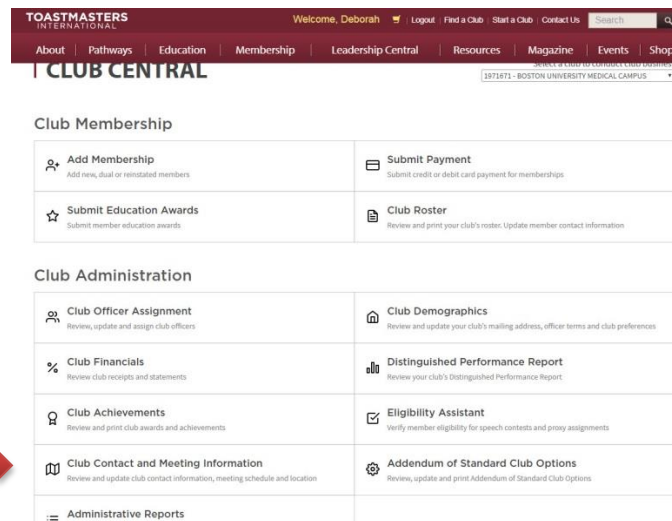
6. Login to toastmasters.org



7. From the Leadership Central tab click on Club Central
8. Click on the club you are updating.



9. Go to Club Administration > Club contact and Meeting Information.



10. Put in the new email address.

The screenshot shows the Toastmasters International website interface. At the top, there is a dark red navigation bar with the logo on the left and a search bar on the right. Below the navigation bar, a secondary bar contains the text "Current Time at Toastmasters World Headquarters: Wednesday, April 25, 2018 8:10 AM PT" and "Currently Managing 1971671 - Boston University Medical Campus". The main content area is titled "CLUB CONTACT AND MEETING INFORMATION" and contains a form with four input fields: "Contact Phone" (with a dropdown menu and the value "(617) 638-8022"), "Website" (with the value "http://1971671.toastmastersclubs.org/"), "Email" (with the value "contact-1971671@toastmastersclubs.org"), and "Facebook" (with the value "https://www.facebook.com/groups/263641103719293"). A red arrow points to the "Email" input field.

11. Make sure to click on Submit at the bottom of the page.