Tip of the Week
## April 14, 2017 - April is Advanced Documents Tips Month

We are excited to share with you a new tip of the week, every Friday.
The tips are short, to the point and cover a range of subjects.
We hope these tips help you to work with technology more efficiently and successfully.

Creating Google Contact Group (Distribution List)

Use a contact group (formerly called a "distribution list") to send an email to multiple people—a project team, a committee, or even just a group of friends—without having to add each name each time you want to write them. To create contact groups:

1. From Gmail, click on the "Mail" button on the left.
2. Select the Contacts option from the dropdown menu.
3. From the options on the left, select "New Group".
4. Enter a descriptive name for the new group.

5. Click OK to create the group.
6. From the options on the left, select the group that you just created.
7. Click on the "Add People" icon to add contacts. Add as many as you want.
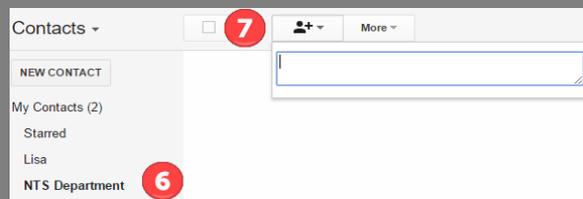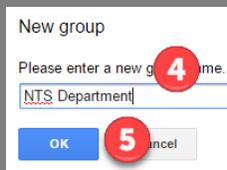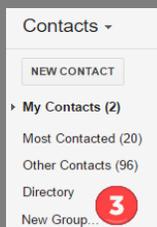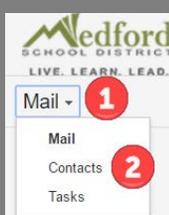
Forwarding Google Mail to Another Email Account

1. From Gmail, click on the gear icon ⚙, located in the upper-right corner and select Settings from the dropdown.
2. Click on the Forwarding and POP/IMAP link, located along the top, under the Settings header.
3. Click on Add a forwarding address
4. Enter the email address where you want to forward your Google email and click Next.
5. You will get a confirmation for the forwarding address. If correct, click Proceed.
6. You will receive a prompt that a confirmation code has been sent. Click OK.
7. Open the email account that you are forwarding to and open the new confirming email.
8. Click the link in the email to confirm your request to forward.
    Your email is now forwarded to the designated account!

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