Instructions to set up forwarding of @shutesbury.org email addresses to other board or committee members:

1 -   Get a list ready of the addresses of those who want to receive forwarded town email.

2 - Log in to the town address account. Go to www.gmail.com
(There is a link available at the bottom of the Web Committee page on www.shutesbury.org,
   but it just goes to the Gmail login page, which you can also do directly on your own.)

3 - If you have another Gmail account, and are automatically (or still) logged in, choose 'sign out' in the top right corner, then 'add account'.

   Once you see the login boxes, for your email address and password, you can then log in, using your **full town address** (ex: planning@shutesbury.org) and then enter your password.

If you're not seeing your 'inbox', click on the 9 boxes icon in the top right corner and choose Gmail with the envelope icon.

   Note: On subsequent logins, you should see your town address as an option, and just click it to log in. If other users log in, or you log in using a different computer or device (ie: smartphone), you will likely see a message to the town address advising you of this. It's just a safety measure by Gmail, and requires no action by anyone.

4 – Click the gear wheel in the top right, then choose 'settings' from the pulldown menu.

5 – Choose 'Filters and blocked addresses'.

6 – Choose 'Create a new filter'

7 – Leave the "from" box blank, and move to the "To" box. Enter the full town address, as you did to log into this account.

8 – Click 'create filter with this search', which opens a new page.

9 – Check "Forward it to" and click "add forwarding address"

10 - You may see an address autofill as you start to enter it. You can click to choose it.
                        Otherwise, just type the full address in.

On the page that opens, you can enter and add several forwarding addresses by clicking the 'add a forwarding address' button.

    When you're done, be sure to go to the bottom of the page and click "**Save Changes**".

11 – There should be an 'authorization' step that occurs next, where the forwarding recipient needs to click a link in an email they receive, (the simplest method) or they can give you an authorization code they've been sent, which you need to plug in to activate the forwarding filter. This is Gmail's way of assuring the new recipients actually want to receive the town emails to their personal accounts.

12 – As membership changes, you can go into the 'filters and blocked addresses' screens to disable or delete filters, or add new ones.

For clarity to the recipients, and to keep a separation between your personal emails and Town business (helpful if there's a Freedom of Information Request concerning all email exchanges about a Town business topic…) it is recommended that you 'reply' to official town-received emails from the town address. In other words, sign in to your XYZ@shutesbury.org account, through the Gmail login page, and respond to the sender from there.

That assures that the Town correspondence stays *through* the Town account. Replies will go back to that address, not just one personal one, etc.

The Selectboard should be offering guidance on how and when to respond, based on discussions at the All Boards Meeting held on October 20, 2015.

There were suggestions made, which will be shared in a future message from the SB; though how you actually handle it within your own board or committee will be your final choice to make. There are Open Meeting Law considerations as well, which you should be seeing in the SB message.

Any questions, or for further assistance, reply or email web@shutesbury.org

For the Web Committee,

Paul Vlach, Chair   11/24/15