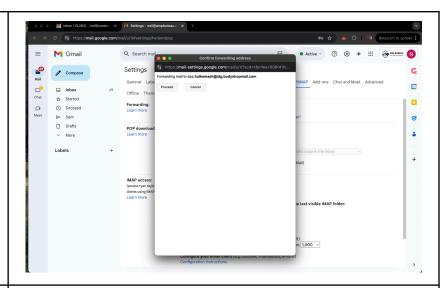
## Instructions for Setting up a Forward in Gmail

Go to gmail.com and log in with the email address used for 'Your ⊚ ☆ 🍎 💆 | 🦄 Rel Own CCC Assignments Email M Gmail □ • Ø : Address' + 🗆 🕁 Amazon Web Services Registration is now open for AWS re:Invent 2025 - Join us for five exciting days of learning, ... ☐ ☆ Amazon Web Services Amazon Web Services Billing Statement Available [Account: 231303020836] / Relevé de f... ☐ ☆ Alux—
☐ ☆ Squarespace ☐ ☆ Amazon Web Services Last chance to register: AWS Transform webinars on modernization with agentic AI - Don... 🗎 🕁 Amazon Web Services. [Action Required] Amazon Pinpoint Service Availability Changes [AWS Account: 231303... ☆ Amazon Web Services AWS Transform webinar series: Modernize with agentic AI - Learn how AWS Transform acc... You will be charged for your domain renewal in 15 days - Squarespace domains You will be ... 2 Click on the cog icon in the top right, highlighted in the step above Q. Search mail M Gmail Quick settings □ ☆ freetier AWS Free Tier limit alert - AWS Free Tier... □ Inbox Ø □ ☆ Squarespace 21 Click on See all Settings ☆ no-reply⊕amazonawa.... Amazon Registrar Sign-Up Confirmation ☐ ☆ Amazon Web Services Watch re:Inforce 2025 live from anywh... + 🗆 🕁 Amazon Web Services O Comfortable ☐ ☆ Squarespace [Action Required] Your Squarespace D. O Compact ☐ ☆ Amazon Web Services Last chance to register: AWS Transfor... ☐ ☆ Squarespace Your subscription won't renew - You've ... . . . . . . . Security alert - A new sign-in on Mac nei... □ ☆ freetier AWS Free Tier limit alert - AWS Free Tier... O Important first You will be charged for your domain re... 3 In the tab bar at the top, click on 'Forwarding and POP/IMAP Click on the 'Add a forwarding / Compose Settings address' button Tip: You can also forward only son Enter the BodyShop Booster Add a forwarding address CCC Assignments Email address Please enter a new forwarding email address: here ccc.demobodyshop@bodyshopmail.com Click Next

## 4 Click Proceed

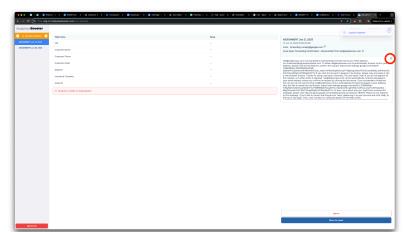
Note: you may have to log in again or verify your account at this stage



Wait 5 minutes for the confirmation email to come through

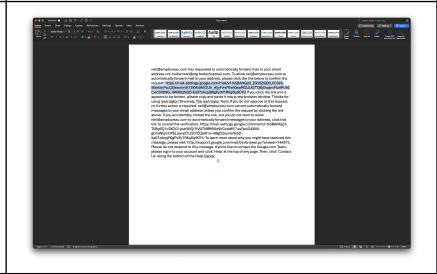
In BodyShop Booster, look in the 'Decision Needed' section for an email from Your Own CCC Assignments Email (this should be the first one) and click it.

In the main body of the email section on the right side, click on the copy icon in the top right hand corner (highlighted in the screenshot) to copy the entire main body of the confirmation email.



Open a text editor like Word or Notepad and paste the main body of the email into a new document.

Select just the link (the highlighted section in the screenshot) and Copy it

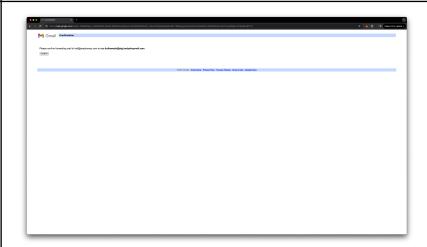


Open a new web browser window and paste this link into the URL bar



8 Press Enter

Press the 'Confirm' button



9 Go back to your browser window with Gmail settings open

Click on 'Forward a copy of incoming mail to' and enter the BodyShop Booster Assignments Email Address in the box.

Scroll to the bottom of the page and click Save Changes

