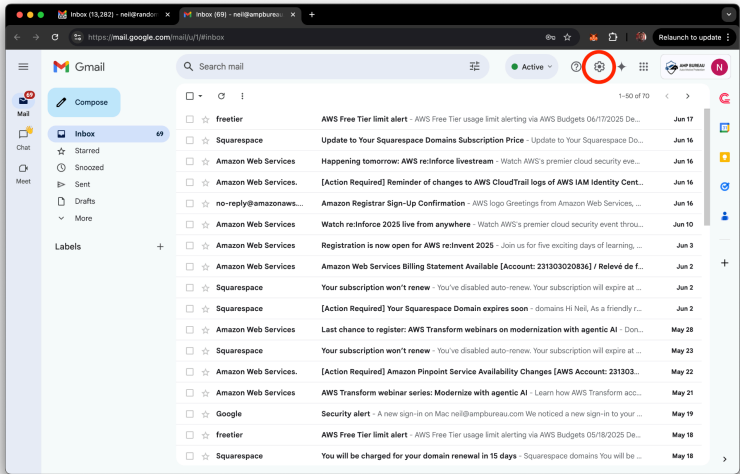
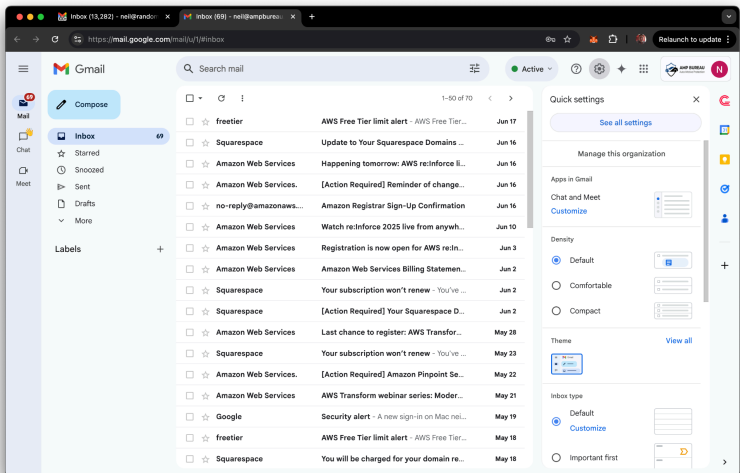
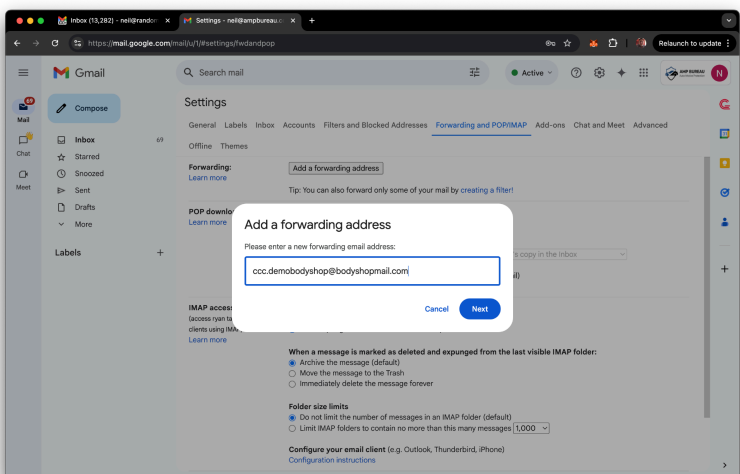
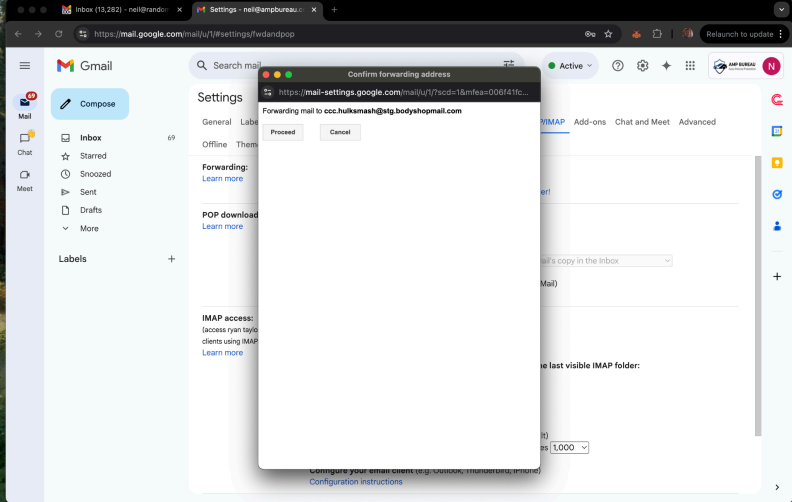
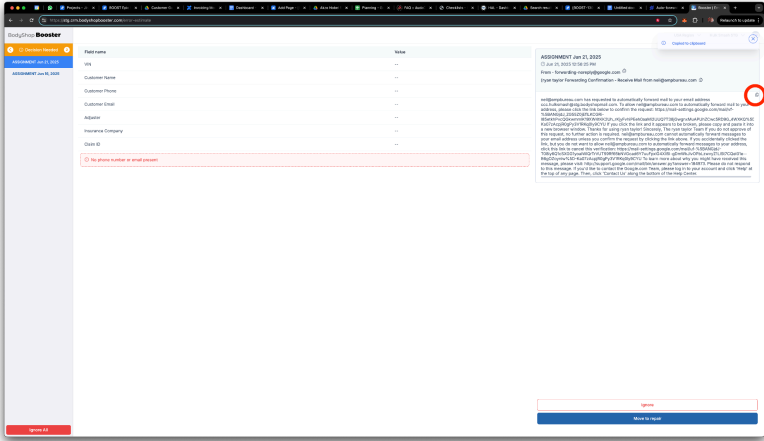
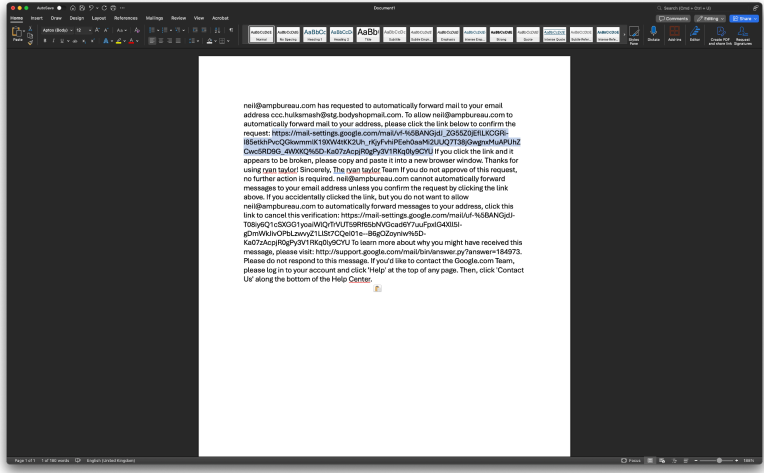
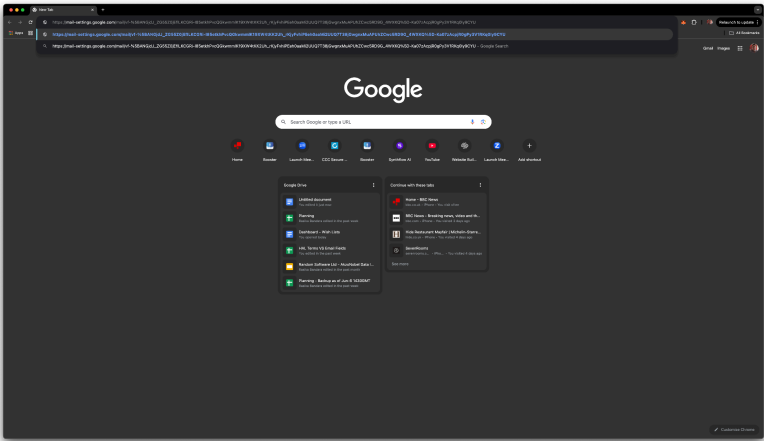
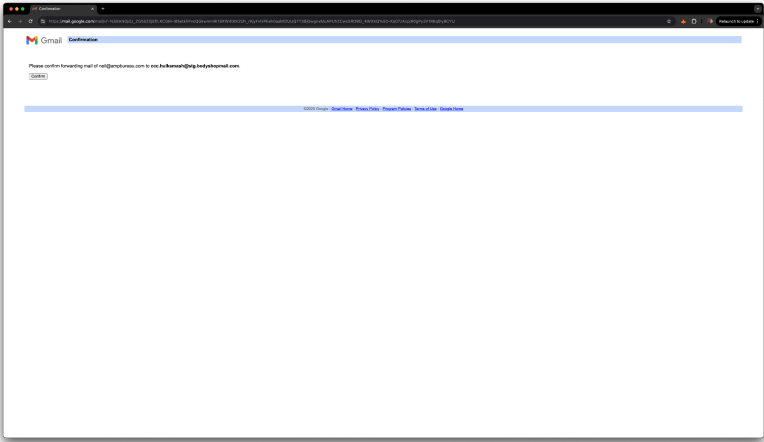


Instructions for Setting up a Forward in Gmail

1	Go to gmail.com and log in with the email address used for 'Your Own CCC Assignments Email Address'	
2	Click on the cog icon in the top right, highlighted in the step above Click on See all Settings	
3	In the tab bar at the top, click on 'Forwarding and POP/IMAP' Click on the 'Add a forwarding address' button Enter the BodyShop Booster CCC Assignments Email address here Click Next	

4 Click Proceed <i>Note : you may have to log in again or verify your account at this stage</i>	
5 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.	
6 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	

7	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	