

# Process

Setting Up dedicated gmail account

# Set-up Email Address

**Setting up a dedicated Email address for your unsubscribe project.**

You will need a gmail address that is separate from your personal email. Community members will use this email address to send you catalogs for unsubscription. You can also share the login for this account with any other people who are helping you with the project.

You can also use google drive to manage your progress and communicate with your team!

# Set up an Account



## Create your Google Account

to continue to Gmail

First name Community_Name	Last name Unsubscribe
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Username CommunityNameUnsubscribe	@gmail.com
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You can use letters, numbers & periods

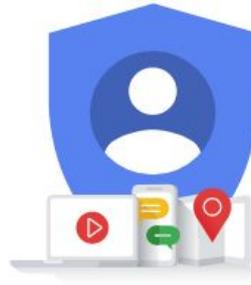
Password .....	Confirm .....
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Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#)

Next



One account. All of Google working for you.

Visit:

<https://accounts.google.com/signup/v2/webcreateaccount?service=mail&continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&flowName=GlifWebSignIn&flowEntry=SignUp>

Choose a name that has your school name, town name or zip code in it. Don't use your own name.

Use a unique passcode that you can share with other people as you build your team.

# Verify your phone number



## Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*



Phone number

[Back](#)

[Next](#)

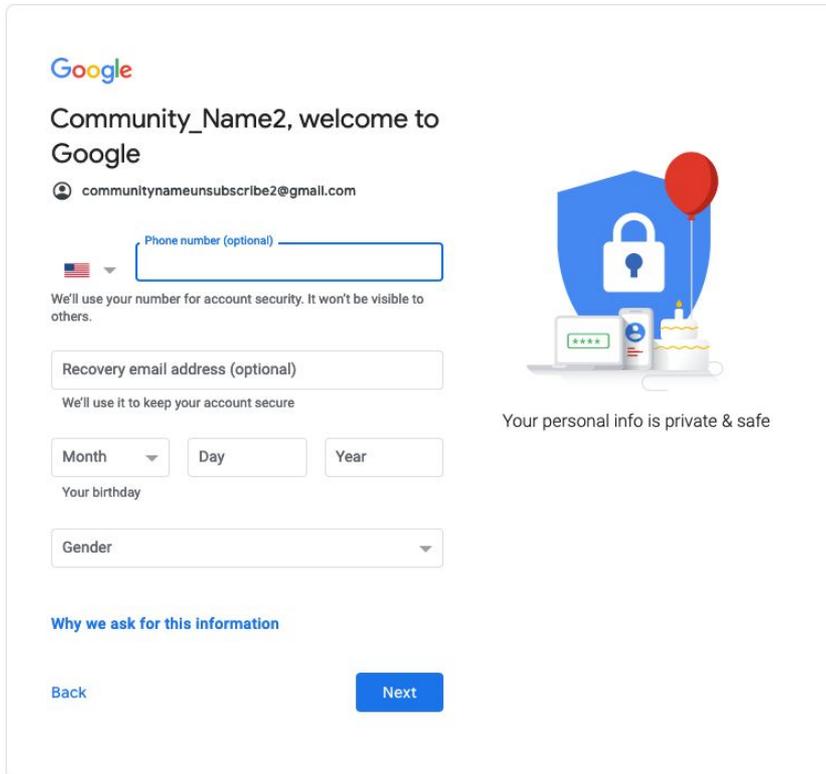


Your personal info is private & safe

If you are already logged into a google account, you probably won't be asked to do this step.

If not, provide the cell phone number of a parent or teacher who can give you the verification code that activates your account.

# Complete registration



The screenshot shows the final step of a Google account registration process. At the top left is the Google logo. Below it, the text reads "Community\_Name2, welcome to Google" followed by the email address "communitynameunsubscribe2@gmail.com". A phone number field is present with a dropdown menu for country selection (currently showing the US flag) and a note: "We'll use your number for account security. It won't be visible to others." Below this is a "Recovery email address (optional)" field with a note: "We'll use it to keep your account secure". The birthday section consists of three input fields for "Month", "Day", and "Year", with a note: "Your birthday". A "Gender" dropdown menu is also present. A link "Why we ask for this information" is located below the gender field. At the bottom left is a "Back" link, and at the bottom right is a blue "Next" button. On the right side of the form, there is an illustration of a blue shield with a white padlock, a red balloon, a laptop, a smartphone, and a birthday cake. Below the illustration is the text: "Your personal info is private & safe".

It is a good idea to provide a recovery email in case you forget the password.

Use a parent or teacher's email.

You need to be 13 to set up a gmail account so, if you are not, please have your parent or teacher do it for you.

# Time to test it!

Now you have an email address to receive catalog information from your community! Try it from your phone or from your parent or teacher's phone.

Take a photo of a sheet of paper and then share it either by text or email. Enter your new email address in the to: field and then send it.

[\[communitynameunsubscribe\]@gmail.com](mailto:[communitynameunsubscribe]@gmail.com)

This is how most community members will send their catalogs to you! How easy was that?

 Compose

 **Inbox** 1

- ★ Starred
- 🕒 Snoozed
- ▶ Sent
- 📄 Drafts
- ∨ More

- Meet
- 🎥 New meeting
  - 👤 Join a meeting

- Hangouts
-  Community\_Na +

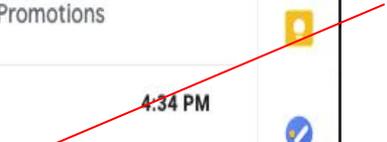
☐ ↕ ⋮ 1-2 of 2 < >

 **Primary**  Social  Promotions

- ☐ ☆ 4152797020 (no subject) 4:34 PM  

- ☐ ☆ Google Community Te. Community\_name, finish setting ... 4:09 PM

Here is your first message.



# Set mail forwarding

The screenshot shows the Gmail interface. At the top right, there is a settings wheel icon (a gear with a plus sign) and a 'G' profile icon. Below the settings wheel is a 'Quick settings' panel with a 'See all settings' link. The main email list shows two messages: one from '4152797020' with '(no subject)' and a thumbnail of 'IMG\_7337.j...', and another from 'Google Community Te.' with subject 'Community\_name, fi...'. The left sidebar contains 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', 'More', 'Meet', and 'Hangouts'. The bottom of the page shows account status: '0 GB (0%) of 15 GB used', 'Terms · Privacy · Program Policies', and 'Last account activity: 25 minutes ago'.

Dont' skip this step!

Click the settings wheel

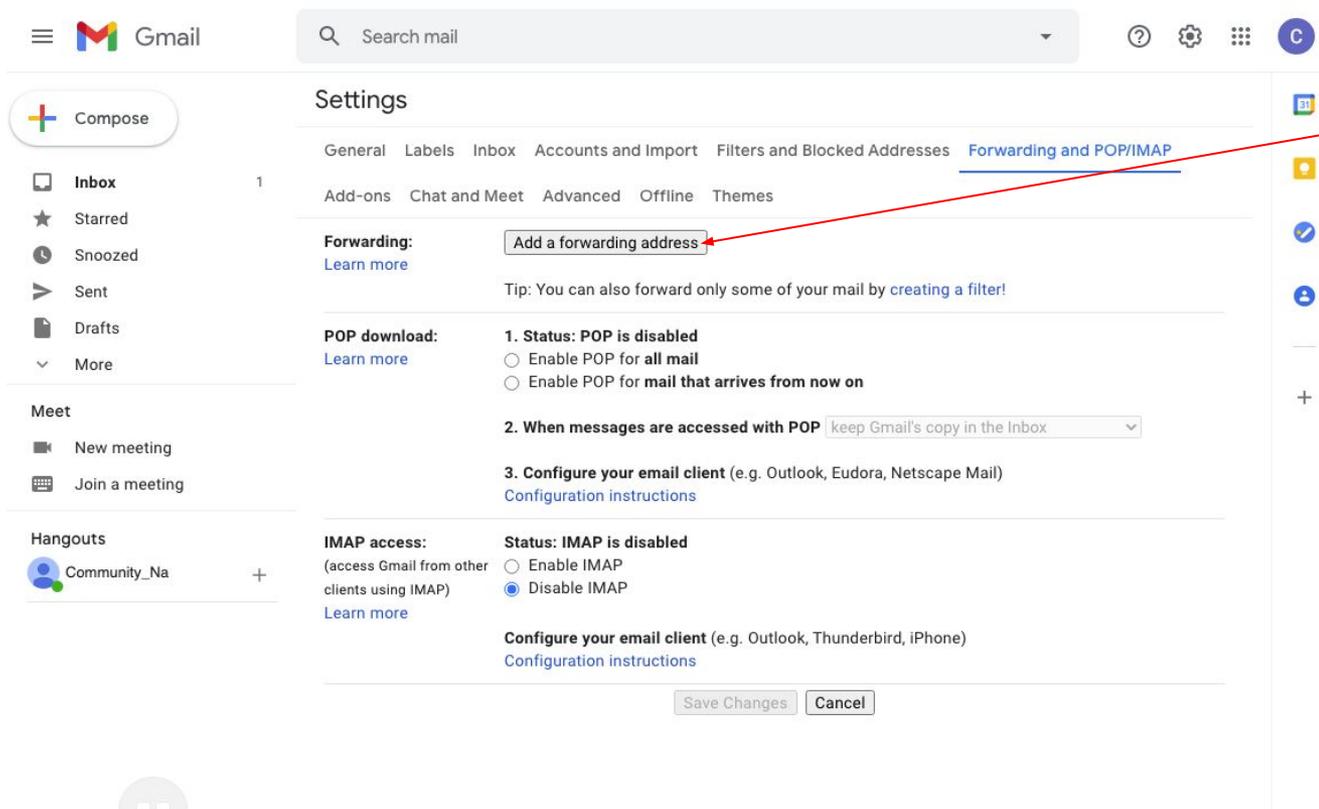
Click **See all settings**

# Keep going ...

The screenshot shows the Gmail Settings interface. The left sidebar contains navigation options: Compose, Inbox (1), Starred, Snoozed, Sent, Drafts, More, Meet (New meeting, Join a meeting), and Hangouts (Community\_Na). The main content area is titled 'Settings' and has several tabs: General, Labels, Inbox, Accounts and Import, Filters and Blocked Addresses, Forwarding and POP/IMAP, Add-ons, Chat and Meet, Advanced, Offline, and Themes. The 'Forwarding and POP/IMAP' tab is selected and highlighted with a red arrow. The settings for this tab include: Language (English (US)), Phone numbers (United States), Maximum page size (50 conversations per page), Undo Send (5 seconds), Default reply behavior (Reply), Hover actions (Enable hover actions), and Send and Archive (Hide "Send & Archive" button in reply). A 'Default text style' preview is also visible at the bottom.

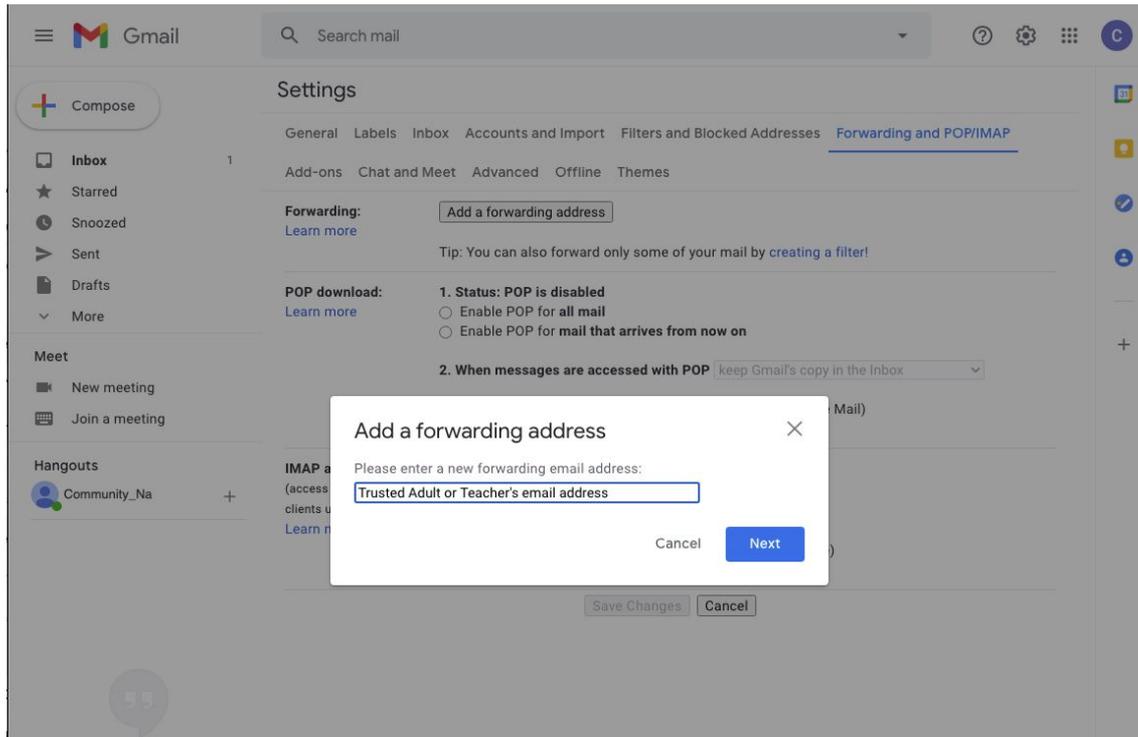
Click  
Forwarding  
and POP/IMAP

# Add a forwarding address



The screenshot shows the Gmail Settings page for 'Forwarding and POP/IMAP'. The left sidebar contains navigation options: Compose, Inbox (1), Starred, Snoozed, Sent, Drafts, More, Meet (New meeting, Join a meeting), and Hangouts (Community\_Na). The main content area has tabs for General, Labels, Inbox, Accounts and Import, Filters and Blocked Addresses, Forwarding and POP/IMAP (selected), Add-ons, Chat and Meet, Advanced, Offline, and Themes. Under the 'Forwarding' section, there is a button labeled 'Add a forwarding address' which is highlighted with a red box and a red arrow. Below it is a tip: 'Tip: You can also forward only some of your mail by [creating a filter!](#)'. The 'POP download' section includes: 1. Status: POP is disabled (radio buttons for 'Enable POP for all mail' and 'Enable POP for mail that arrives from now on'); 2. When messages are accessed with POP (dropdown menu set to 'keep Gmail's copy in the Inbox'); 3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) with a link to 'Configuration instructions'. The 'IMAP access' section includes: Status: IMAP is disabled (radio buttons for 'Enable IMAP' and 'Disable IMAP', with 'Disable IMAP' selected); and 'Configure your email client (e.g. Outlook, Thunderbird, iPhone)' with a link to 'Configuration instructions'. At the bottom are 'Save Changes' and 'Cancel' buttons.

Click **Add a forwarding address**



Add the email address of at least one adult advisor (parent or teacher). All incoming emails will go to the inbox you created here but will also go to this trusted person so they can keep an eye on incoming messages and ensure your safety.

Don't skip this step!

The forwarding email address will need to be verified. Once you add the address, google will send them an email with a verification code. Get that code from your parent or teacher and enter it.

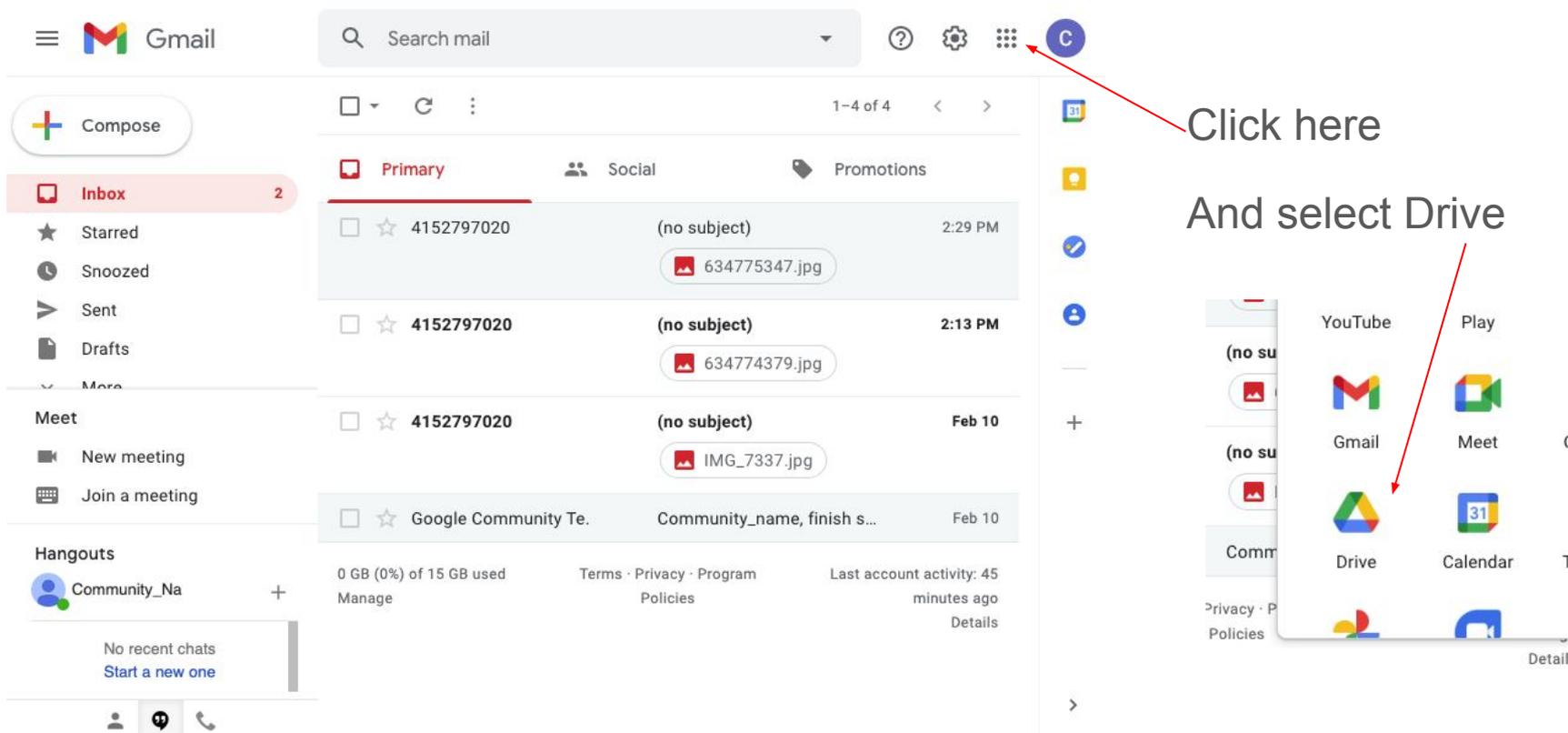
Once verified, be sure to select **Forward a copy of incoming mail** to Adult advisor or teacher and keep a Gmail's copy in the Inbox.

**Save changes**

The screenshot shows the Gmail Settings page for 'Forwarding and POP/IMAP'. The left sidebar includes 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', 'More', 'Meet', and 'Hangouts'. The main content area is titled 'Settings' and has tabs for 'General', 'Labels', 'Inbox', 'Accounts and Import', 'Filters and Blocked Addresses', 'Forwarding and POP/IMAP', 'Add-ons', 'Chat and Meet', 'Advanced', 'Offline', and 'Themes'. The 'Forwarding' section is active, showing three options: 'Disable forwarding', 'Forward a copy of incoming mail to [Trusted adult or teacher's email address] and keep Gmail's copy in the Inbox' (selected), and 'Add a forwarding address'. Below this is a tip: 'You can also forward only some of your mail by creating a filter!'. The 'POP download' section shows '1. Status: POP is disabled' and '2. When messages are accessed with POP' set to 'keep Gmail's copy in the Inbox'. The 'IMAP access' section shows 'Status: IMAP is disabled' and 'Disable IMAP' selected. At the bottom, there are 'Save Changes' and 'Cancel' buttons. A red arrow points from the text 'Forward a copy of incoming mail' to the selected radio button, and another red arrow points from 'Save changes' to the 'Save Changes' button.

# Setting Up Google Drive

Now that you have your email set up, you also have a dedicated place on google drive to work on your project. You can also share the login information with your adult advisor or teacher and anyone else who is doing this process with you.

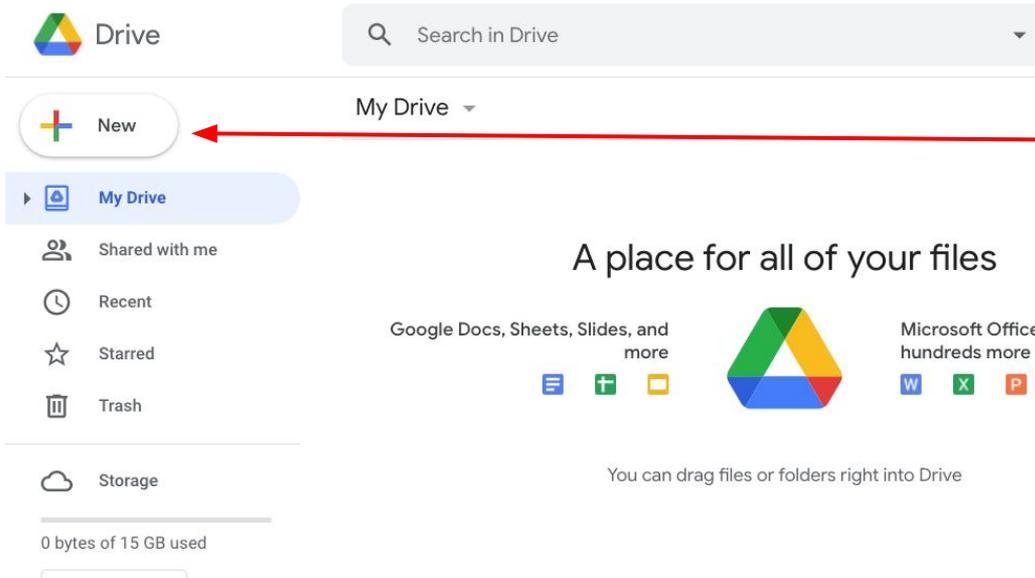


The image shows a screenshot of the Gmail interface. On the left side, there is a navigation menu with options like Compose, Inbox (with a '2' notification), Starred, Snoozed, Sent, Drafts, Meet, and Hangouts. The main area displays a list of emails under the 'Primary' tab. The top right corner of the Gmail interface features a search bar, a help icon, a settings gear, a grid icon, and a profile icon labeled 'C'. A red arrow points from the text 'Click here' to the grid icon. Below this, another red arrow points from the text 'And select Drive' to the Google Drive icon in a dropdown menu that is open, showing various Google services like YouTube, Gmail, Drive, and Calendar.

Click here

And select Drive

# Upload the folder from stopthejunk.org



Click

**+ New**

and select

## Folder Upload

Find the folder that you downloaded from stopthejunk.org, select it and hit **UPLOAD**.

Once the upload is complete, you should be able to see these folders.