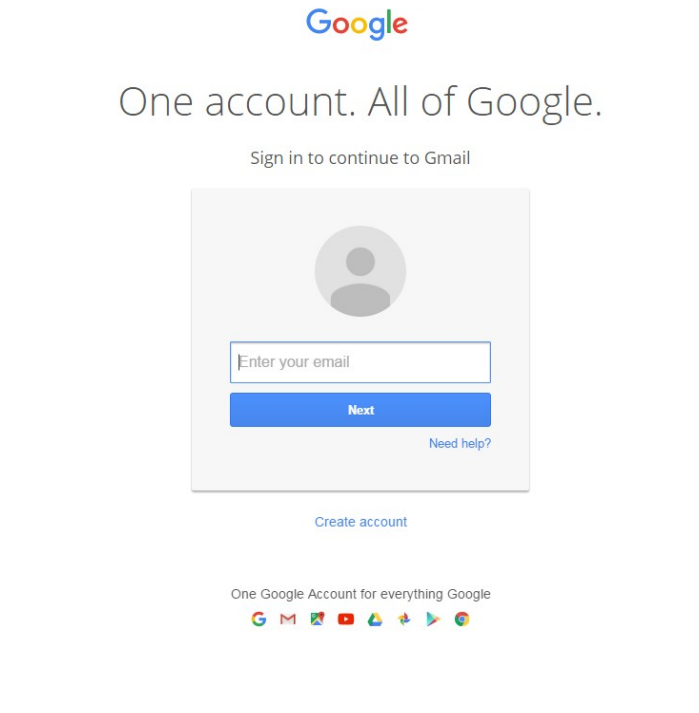
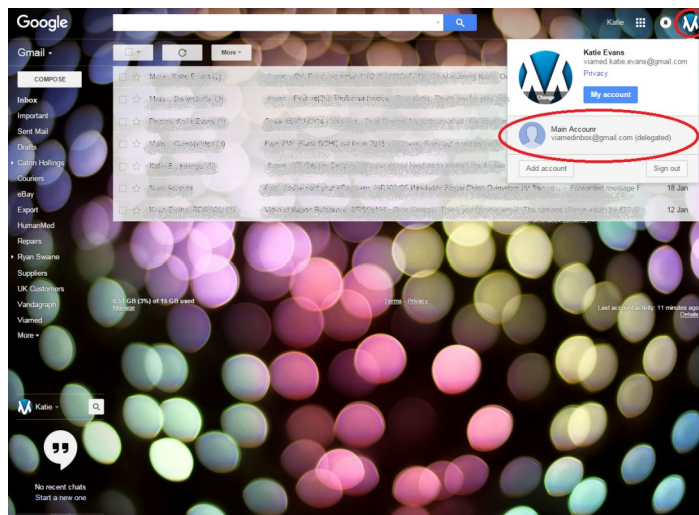


Emails – VM3COP27.02

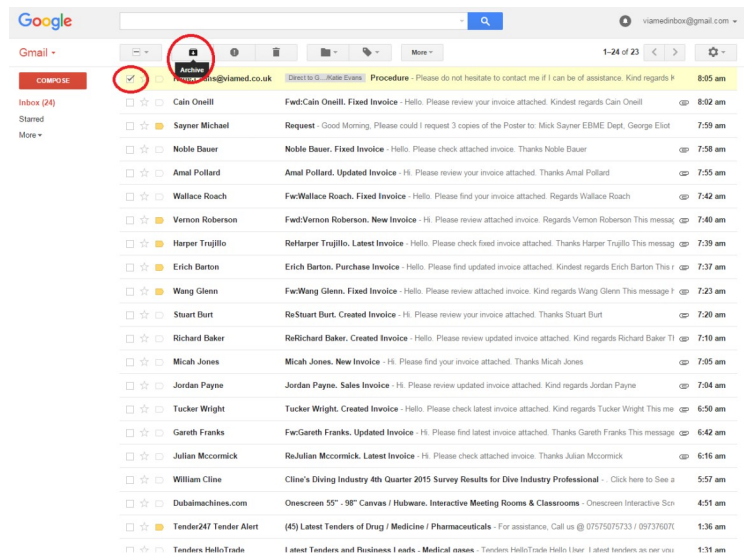
Navigate to <https://mail.google.com> and log in with your personal user name and password.



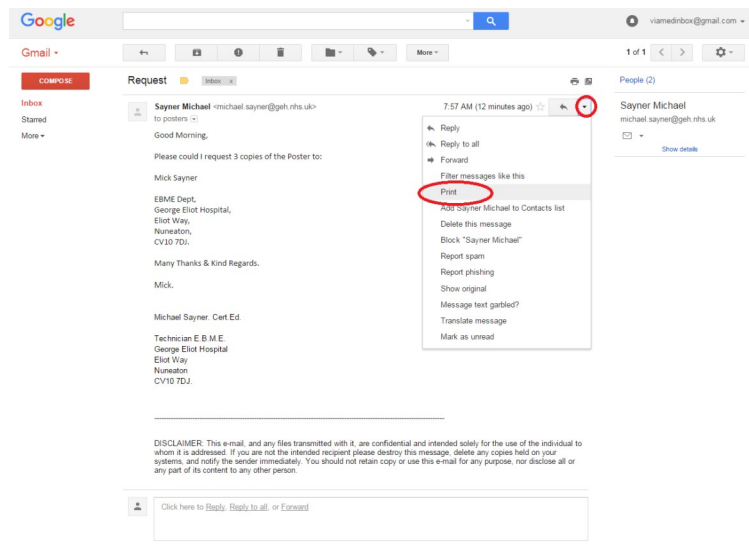
Click on the user icon located at the top right of the screen and click on “Main Account”



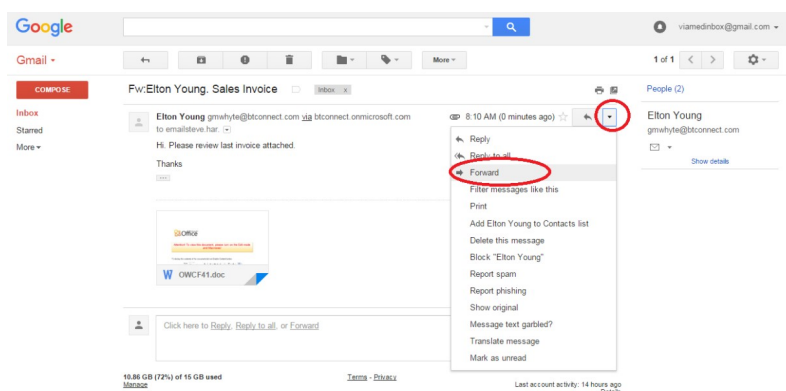
You will be presented a new window. A list of emails will appear, some will have labels as they have been sent directly to a specific recipient, these can be archived by checking the box to the left of the email and clicking the archive button.



Read all other emails, if it is an order, print and acknowledge order as per order processing procedure.



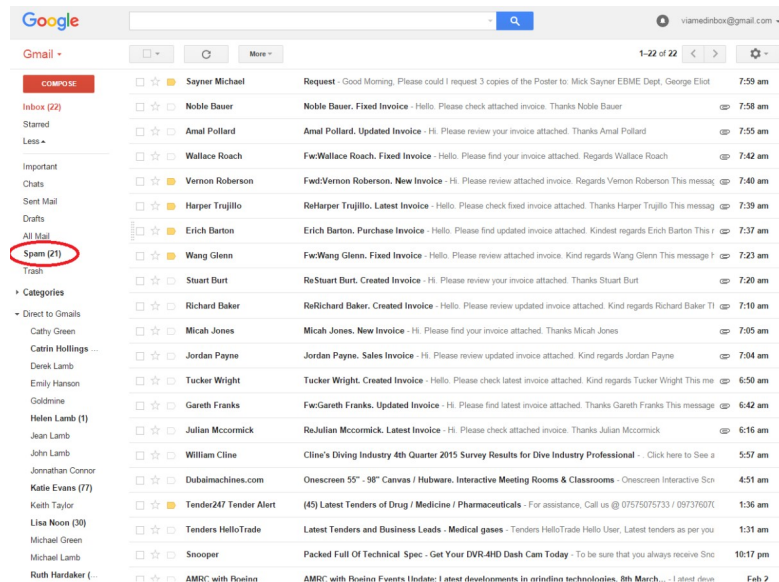
Forward remaining emails to the most relevant person or who it is of most interest to.



Vandagraph emails do not need forwarding to Jean Lamb or Ryan Swaine as they are done so automatically.

Emails to John Lamb should be forwarded to Jean Lamb, Steve Nixon or Derek Lamb dependant on content as he doesn't always see them.

Check the spam emails



If any purchase orders are found, process as per order processing procedure. If there are any emails from UPS, tick the checkbox next to them and move to the UPS folder. Delete the remaining spam mail.

