

# Forwarding CCMC Email



One account. All of Google.

Sign in to continue to Google Sites

A sign-in form for Google Sites. At the top is a grey circular placeholder for a profile picture. Below it are two yellow input fields: the first contains the email address 'jimmy.hickey@ccmcaustin.org' and the second contains a masked password '.....'. A blue 'Sign in' button is positioned below the password field. At the bottom left of the form is a checkbox labeled 'Stay signed in', and at the bottom right is a blue link labeled 'Need help?'.

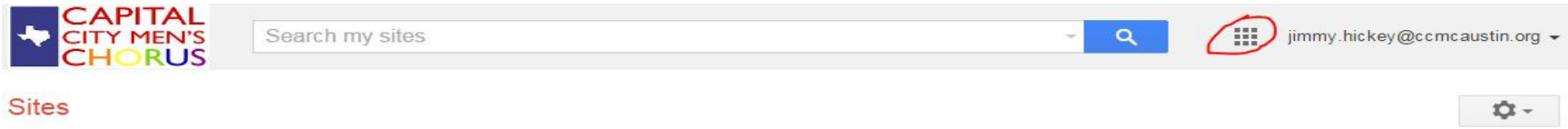
[Create an account](#)

One Google Account for everything Google



Type in your e-mail and password. If you don't know your password, the Secretary will reset it for you (and you'll be prompted upon login to change it again)

# If you sign in and see this screen with the 9 squares by your login.....



**CREATE**

- My Sites in ccmcaustin.org
- Deleted Sites
- Browse Sites

## Thinking of creating a website?

Google Sites is a free and easy way to create and share webpages. [Learn more.](#)

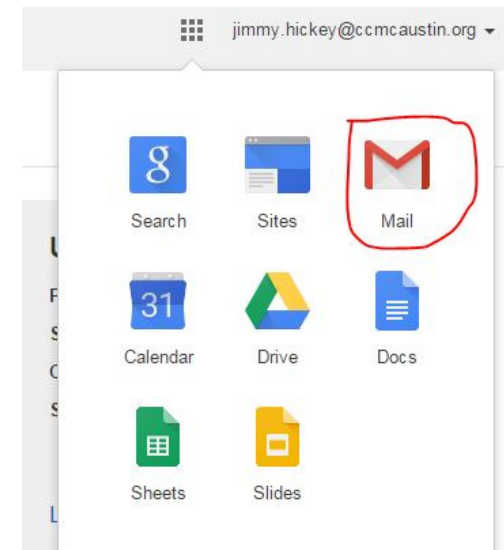


## Use Sites to

- Plan club meetings and activities
- Share info on a secure company intranet
- Collaborate on a team project
- Stay connected with family members

[Learn more about Google Sites](#)

Click it, and then on the Mail icon which will take you to your CCMC inbox.



# Email Settings



Upon entering the inbox, you'll see the Settings Icon →  
Click it, and click on the word SETTINGS.

That will take you to these blue tabs. Click “Forwarding”  
Choose your preferred address, and save changes.  
We'll e-mail you to verify the forwarding account.

General Labels Inbox Accounts Filters **Forwarding and POP/IMAP** Chat Labs Offline Themes

**Forwarding:**  
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to  and

Tip: You can also forward only some of your mail by [creating a filter!](#)

**POP Download:**  
[Learn more](#)

1. **Status: POP is enabled** for all mail that has arrived since 8/22/12

Enable POP for **all mail** (even mail that's already been downloaded)

Enable POP for **mail that arrives from now on**

Disable POP

2. **When messages are accessed with POP**

3. **Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)  
[Configuration instructions](#)

**IMAP Access:**  
(access Capital City Mens Chorus Mail from other clients using IMAP)  
[Learn more](#)

**Status: IMAP is disabled**

Enable IMAP

Disable IMAP

**Configure your email client** (e.g. Outlook, Thunderbird, iPhone)  
[Configuration instructions](#)

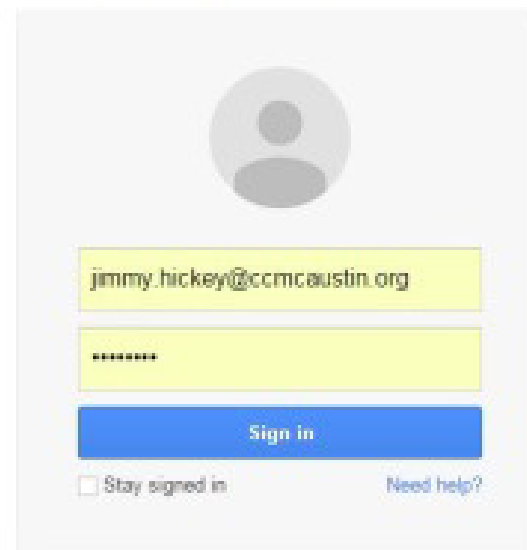
# Locating Learning Files in 5 Easy Steps



One account. All of Google.

1. Login to your account.

Sign in to continue to Google Sites



The image shows a Google sign-in form. At the top is a grey circular profile picture placeholder. Below it are two yellow input fields: the first contains the email address 'jimmy.hickey@ccmcaustin.org' and the second contains a masked password '\*\*\*\*\*'. A blue 'Sign in' button is positioned below the password field. At the bottom left of the form is a checkbox labeled 'Stay signed in', and at the bottom right is a link labeled 'Need help?'.

[Create an account](#)

One Google Account for everything Google



# Steps 2, 3, and 4



Search my sites

Sites

CREATE

▼ CATEGORIES

(all sites)

board meeting minutes

important documents

music files

SITES WITH CATEGORY: MUSIC FILES

**Musicfiles** Shared with everyone in ccmcaustin.org

</a/c/mcaustin.org/music/files/>

music files

2. You'll see this little menu on the left. Click Browse Sites

My Sites in ccmcaustin.org

Deleted Sites

Browse Sites

3. Click the 4<sup>th</sup> tab: music files.


4. Click on Musicfiles

# Step 5

5. You'll arrive at this page where you can locate your section (listed alphabetically), and click on the recording.

**\*Jeffrey regularly e-mails us the direct link to these files.\***

Rehearsal Files



## Musicfiles

### Navigation

- Home
- Rehearsal Files**
- Sitemap

### Recent site activity

Rehearsal Files  
attachment from Artistic Director  
attachment removed by Artistic Director  
[View All](#)

### Site owners

- Artistic Director
- Karl Logue
- Andrea Pobanz
- David Nielsen
- Scott Poppaw
- Jimmy Hickey
- Tony Halstead
- Jason Theillengerdes

### Page authors

- Jason Theillengerdes  
May 9, 2012
- Artistic Director  
February 13, 2012
- Jimmy Hickey  
October 20, 2009
- David Nielsen  
October 20, 2009
- Andrea Pobanz  
October 19, 2009

## Rehearsal Files

[+ Add file](#) [+ Add link](#) [Add from Drive](#) [Move to](#) [Delete](#) [Subscribe to changes](#)

- A-Complete performance/sound files** [\(Remove\)](#)
  - [14 Dance to your shadow.m4a](#)  
[Download](#)
- Baritone** [\(Remove\)](#)
  - [Dancing in the shadow-Bari.mp3](#)  
[Download](#)
  - [Muddy water-Bari.mp3](#)  
[Download](#)
  - [Somewhere-Bari.mp3](#)  
[Download](#)
  - [The Crossing-Bari.mp3](#)  
[Download](#)
- Bass** [\(Remove\)](#)
  - [\\_Dancing in the shadow- Bass.mp3](#)  
[Download](#)
  - [Muddy water-Bass.mp3](#)  
[Download](#)
  - [Somewhere-Bass.mp3](#)  
[Download](#)
  - [The Crossing-bass.mp3](#)  
[Download](#)
- Tenor 1** [\(Remove\)](#)
  - [Dancing in the shadow- T1.mp3](#)  
[Download](#)
  - [Muddy water- T1.mp3](#)  
[Download](#)
  - [Somewhere-T1.mp3](#)  
[Download](#)
  - [The Crossing - T1.mp3](#)  
[Download](#)

*That's all Folks!*