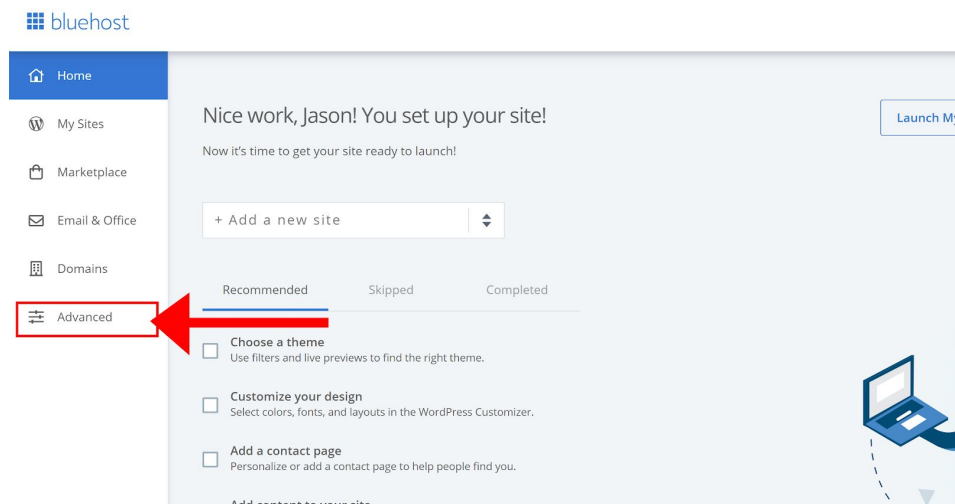


Create email forwarder and add to GetResponse:

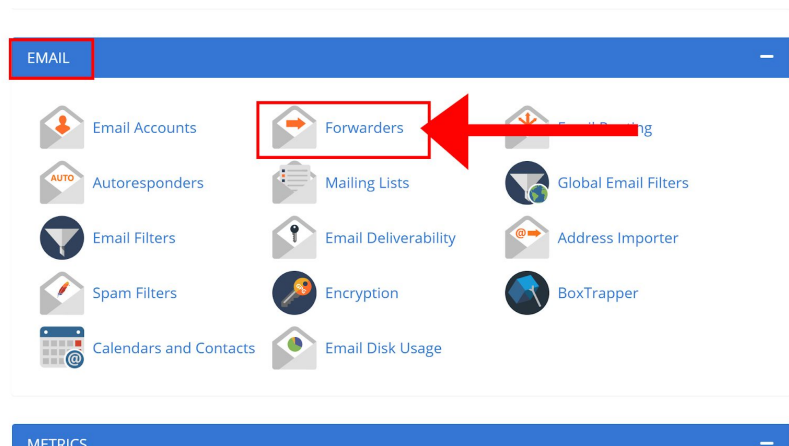
1. Creating the email forwarder. Log into Bluehost:

<https://my.bluehost.com/web-hosting/cplogin>

- a. From your Bluehost dashboard click on Advanced on the left. This will take you to your **cPanel** (control panel).



- b. From your cPanel scroll down to the section named **“Email”** and click on **“Forwarders”**.



c. Next click on the blue **"Add Forwarder"** button.

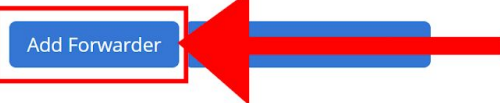


Forwarders

Managing

All Domains

Create an Email Account Forwarder



Email Account Forwarders

Send a copy of any incoming email from one address to another. For example, forward **joe@example.com** to **joseph@example.com** so you can have one inbox to check. For more information, read the [documentation](#).

- d. Then in the Add a New Forwarder section this is where you will create a custom email address for your business.
- In the **Address to Forward** part just put your first name as the username (this is the part of the email address before the @ symbol).
 - From the **Domain** dropdown menu select your custom domain name (this is the part that goes after the @ symbol).
 - In the **Forward to Email Address** choose your personal email address you would like all messages to be forwarded to (this can be a gmail, yahoo, hotmail...etc)
 - Click the blue **"Add Forwarder"** button. And now you have a custom email address!



Forwarders

Add a New Forwarder

Address

Address to Forward:

username

@

1. Put your **first name** as the username that goes before the @ symbol

Domain

mydomain.com

2. Select your **custom domain** from the dropdown

Destination

☒ Forward to Email Address

example@gmail.com

3. Put your personal email address here

☐ Discard and send an error to the sender (at SMTP time).

Failure Message (seen by sender)

No such person at this address.

Advanced Options ▾

Add Forwarder

4

If done correctly you will see the notification just like below:



Forwarders

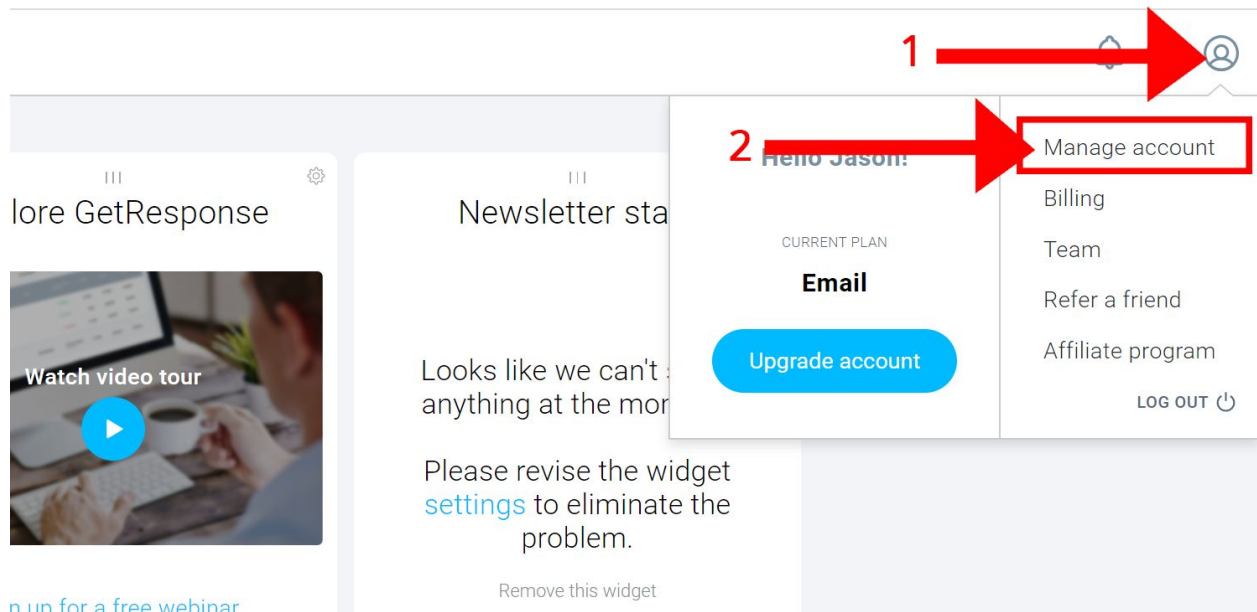


All email sent to "jason@theunstoppableplan.com" will now be copied to "jason@theunstoppableplan@gmail.com".

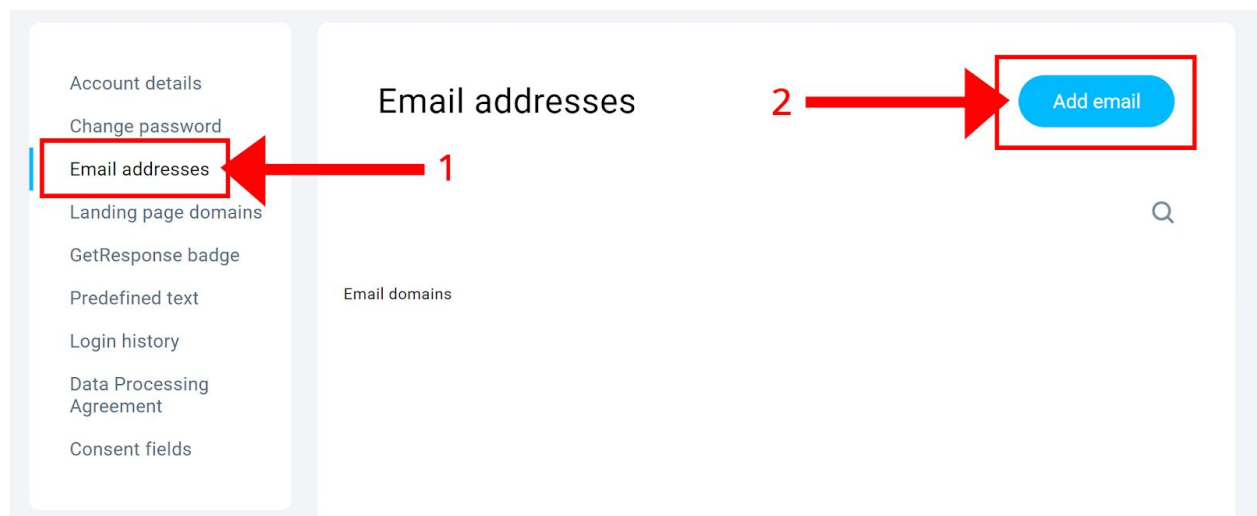
[Go Back](#)

2. Adding the email forwarder to GetResponse. Log into GetResponse: <https://app.getresponse.com/login>

- a. From your GetResponse dashboard, at the top right, click on “**Manage account**”.

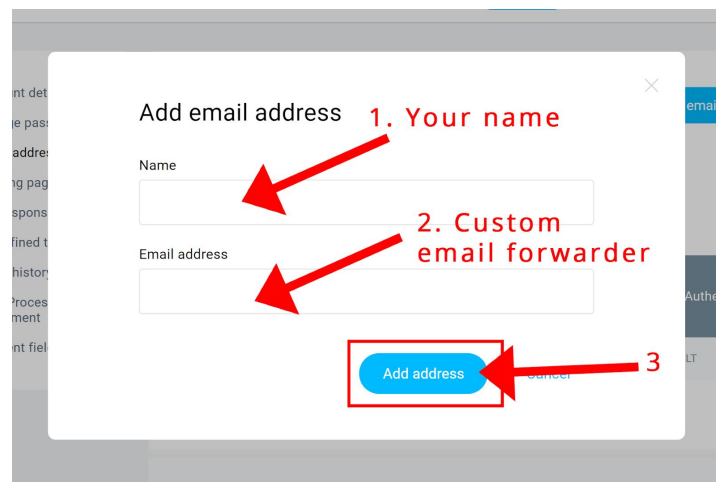


- b. Next select “**Email addresses**” and then click on the blue “**Add email**” button.



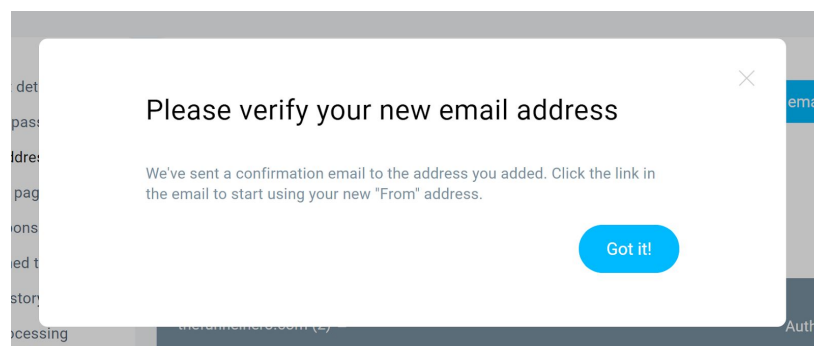
c. On the pop-up:

- i. Put your name in the Name field. **NOTE:** This name will be seen by your email list subscribers.
- ii. Put the custom email forwarder you just created in the Email Address field. **NOTE:** This will be your **“FROM”** and **“REPLY TO”** email address when sending messages to your subscribers.
- iii. Click on the blue **“Add address”** button.



The screenshot shows a white pop-up window titled "Add email address" with a close button (X) in the top right corner. Inside the window, there are two text input fields: "Name" and "Email address". A red arrow labeled "1. Your name" points to the "Name" field. Another red arrow labeled "2. Custom email forwarder" points to the "Email address" field. A third red arrow labeled "3" points to a blue button labeled "Add address" at the bottom of the form. The button is highlighted with a red rectangular box.

d. Once the address is saved you must verify it. To do this you will need to **go to the personal email address you chose as the Forward To Email Address and click the link in the confirmation email Getresponse just sent you.**



The screenshot shows a white pop-up window titled "Please verify your new email address" with a close button (X) in the top right corner. The text inside the window reads: "We've sent a confirmation email to the address you added. Click the link in the email to start using your new 'From' address." At the bottom right of the window is a blue button labeled "Got it!".

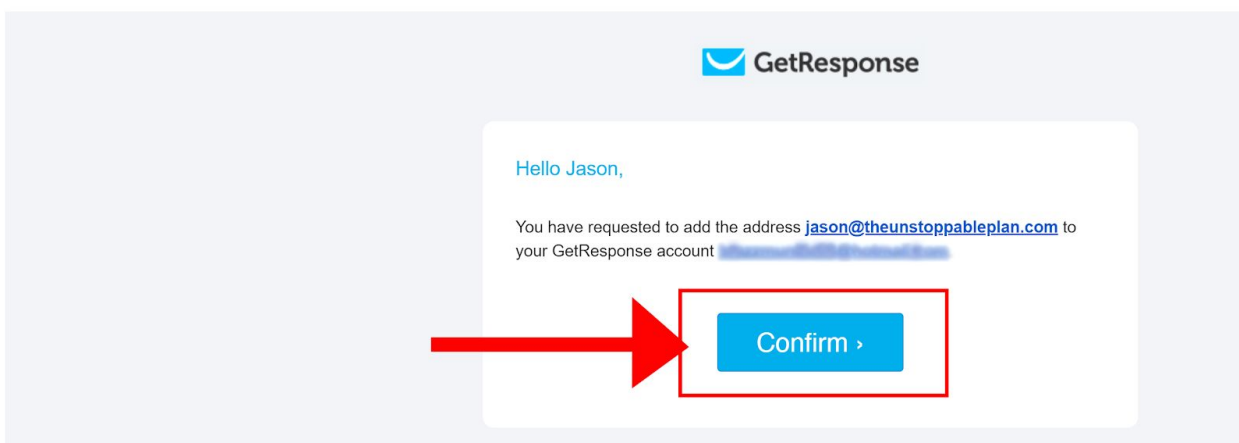
- i. Find the email message in your inbox from GetResponse.

☐ ☆ GetResponse 2 Please confirm new email address. - GetResponse Hello Jason, You have req

- ii. Click on the blue **Confirm** button

Please confirm new email address. Inbox x

GetResponse <reply@getresponse.com>
to Jason ▾



- iii. This will then take you back to your Email Addresses section in Getresponse. If done correctly you will see a Confirmed next to the email address.



3. Make custom Email as Default email

- a. Click on the 3 dots at the end of the custom email address. On the pop-up select **“Set as default”**.

