**Qiq hosting site and how to set up/alter email diverts**

To access this you need to be made a Contact, either by one of the existing Contacts (currently Mike and Sally) or by contacting Qiq [www.qiq.co](http://www.qiq.co) (there really is nothing after co). Once you are a contact:

<https://www.qiq.support/clientarea.php>

user name is usually your personal email

Enter password

You should get a screen that says Welcome Back …….

There is an orange outlined box Your Active Products/Services. In this box there is a Green box Active next to southcotswoldramblers.org. Click on this Green Active Box

This should take you to a screen that says Southcotswoldramblers.org.uk as a title.

Scroll down to Quick Shortcuts

2nd box in top row is Forwarders. Click on this

The top box Create an email account forwarder appears. You should see current email diverts below. There doesn’t seem to be an option to change so:

1. Any forwarding addresses that are no longer relevant – find them in the list below and click Delete on far right of that line
2. To add new diverts click on Add Forwarder at top. Insert the job title (the @ appears at the end of that line and the southcots bit is automatically included from the line below i.e. I typed in vice for an email of [vice@southcotswoldramblers.org.uk](mailto:vice@southcotswoldramblers.org.uk) Add your personal email in the next box down, as this is where your emails will be diverted to. You can have more than 1 person being sent emails from the same southcots email address.

If at any point you get a message Access Denied, you need to get Qiq to sort out the permissions.