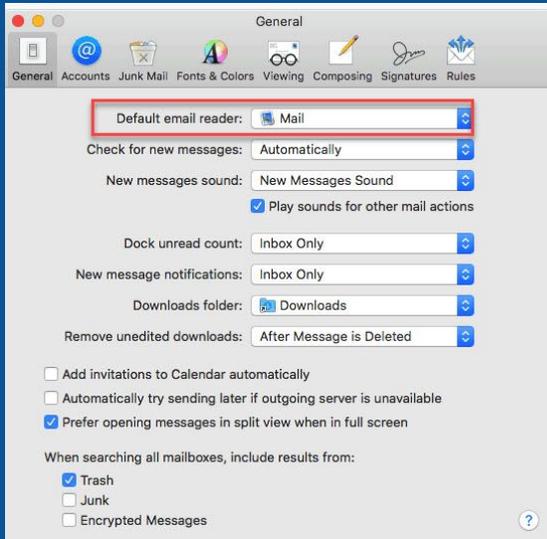## **Assign email links to open in Gmail**

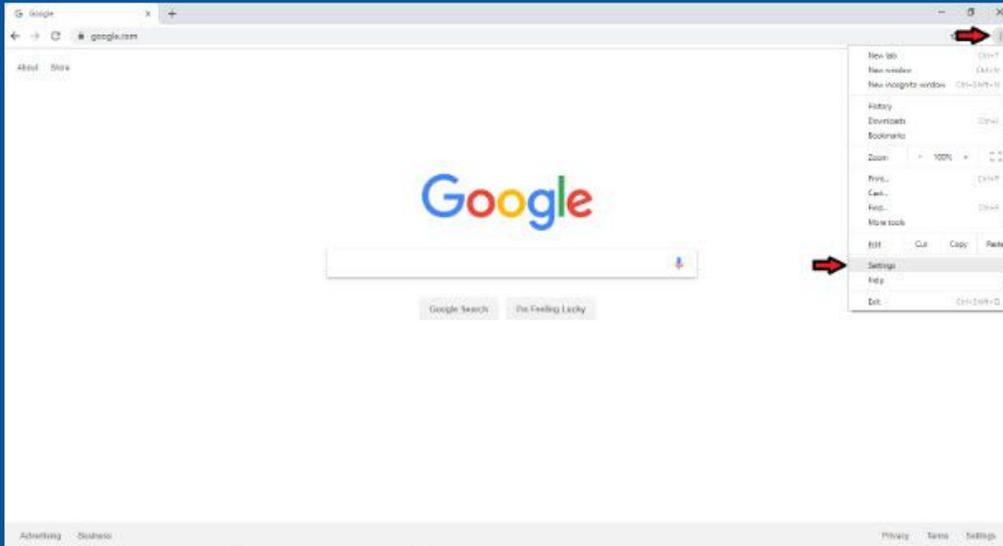### First step is to set our email default to Google Chrome

MAC OSX

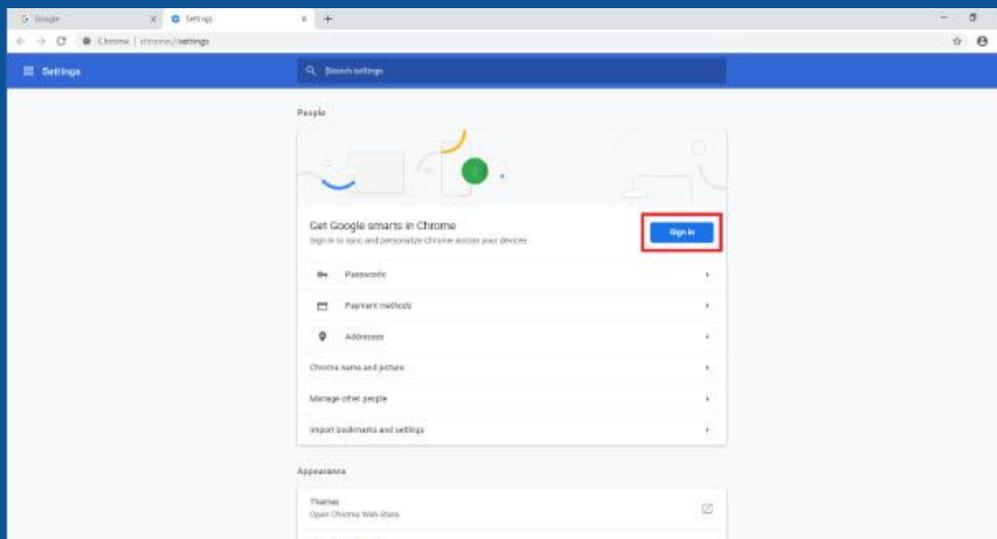

Open Mail,drop down to preferences,
Change your default email to
Google Chrome, close window.

The following set of instructions are the same for both operating systems, if you have any issues please feel free to submit a ticket and I will be more than happy to assist.
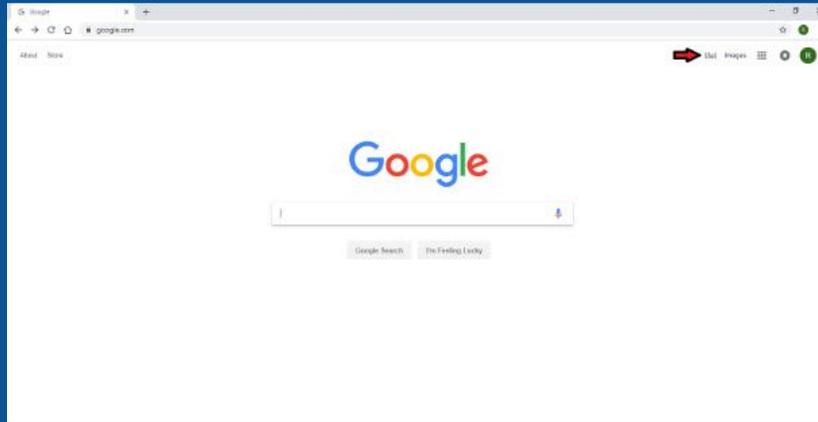
Chrome Setup

Now we are going to make sure we are signed into google chrome. Click the 3 dots at the top right of your chrome menu.
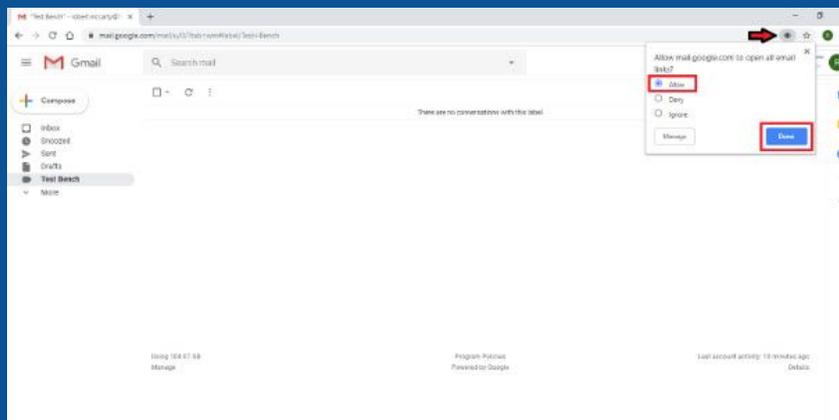

From the Settings menu, the first option you should see is Sign In. If you are already signed in with your personal email account then you will need to Sign Out.

- If it says Sign in, go ahead and sign in with your BDA account.

- If it shows you are signed in with a personal email, click Sign Out and sign in with your BDA account.

- If it shows you are already signed in with your BDA account you are good to move on to the next step.

Now you will need to open Gmail. You can do this by opening a new tab and clicking on "mail"

Once Gmail is open, you should see a small diamond on the right of your address bar. Clicking on it will open a small window. Make sure "Allow" is selected and then click done.

Now your email will open in Gmail when you click any email link.