## Forwarding Your Google Mail

- 1. Go to mail.google.com and sign in with your @greenvilleschools.us username.
- 2. Click on the gear in the top right corner then click Settings.



3. Click Forwarding and POP/IMAP.

🖸 Outlook Web App 🛛 🗙 M Settings - aballard@greer 🗙 🦲				
<ul> <li>C 1 https://mail.google.com/mail/u/0/#settings/general</li> </ul>				
	~ Q			
Mail -	Settings			
COMPOSE	General Labels Inbox Accounts Filters Forwarding and POP/IMAP That Labs Offline Themes			
Inbox	Language: Greenville County School District Mail display language: English (US) Change language settings for other Google products	T		

4. Click Add a Forwarding Address then type your @greenville.k12.sc.us address in the pop-up box. Click Next when you're done.

Gmail -	Settings			
COMPOSE	General Labels Inbox	Accounts an Himport Tritler Enrwarding and POP/IMAP Chat Labs Offline Th		
Inbox	Forwarding: Learn more	Add a forwarding address		
Starred		Tip. For carriers forward only some of your mail by creating a filter!		
Important	POP Download:	1. Status: POP is enabled for all mail that has arrived since 6/17/11		
Sent Mail	Learn more	Enable POP for all mail (even mail that's already been downloaded) Enable POP for mail that arrives from now on		

5. In the next pop-up box, click Proceed.



6. In the following pop-up box, click **OK**.

- 7. Leaving your browser open (minimize it), check your @greenville.k12.sc.us email. You will have an email from Gmail to verify the forwarding address you typed. **Click on the link in the email**.
- 8. Click **Confirm** on the website that opens.
- 9. Go back to the website with your Gmail account (@greenvilleschools.us). Click **Save Changes** at the bottom of the screen.