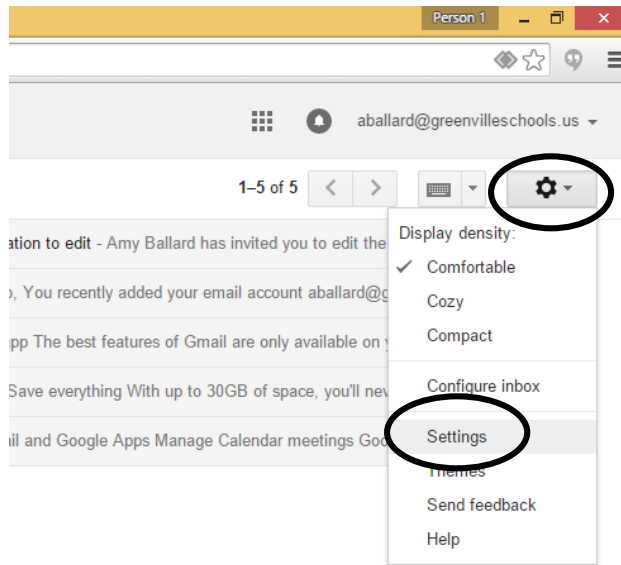
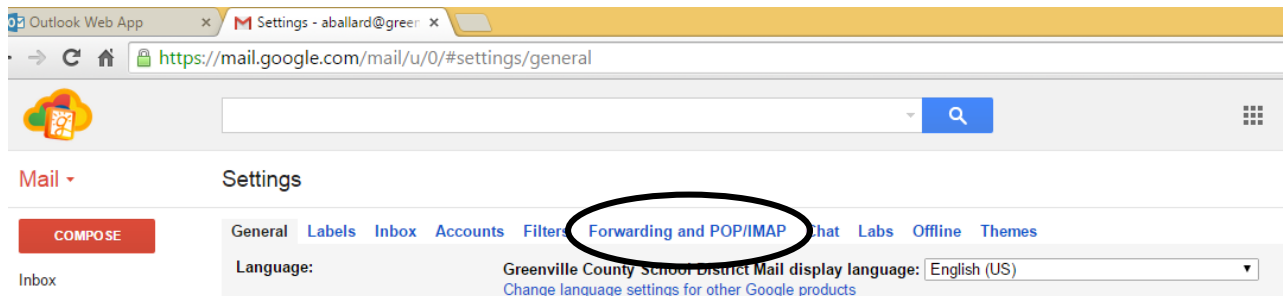


Forwarding Your Google Mail

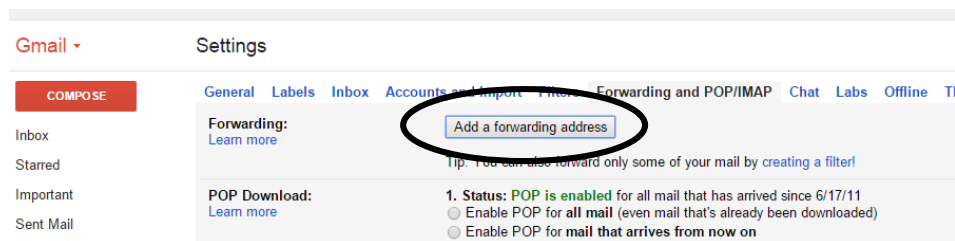
1. Go to **mail.google.com** and sign in with your @greenvilleschools.us username.
2. Click on the **gear** in the top right corner then click **Settings**.



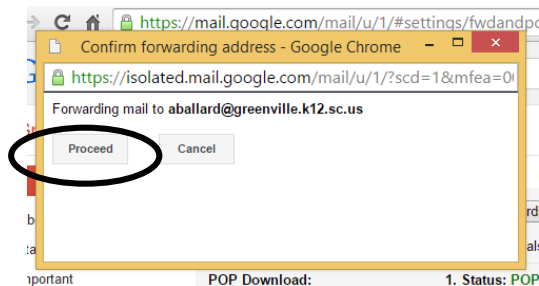
3. Click **Forwarding and POP/IMAP**.



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.



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.