

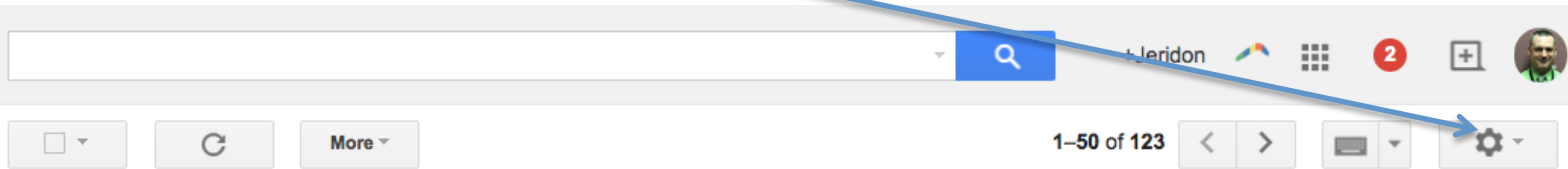
Google Email Forwarding

Mequon-Thiensville School District

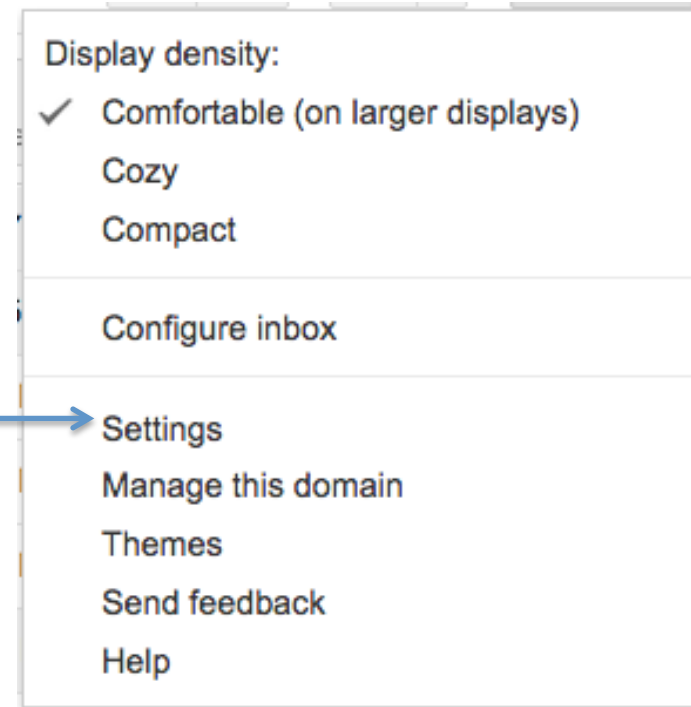
1. Log into your Google account and open your email.
2. Click on the “**Settings**” button (gear icon).



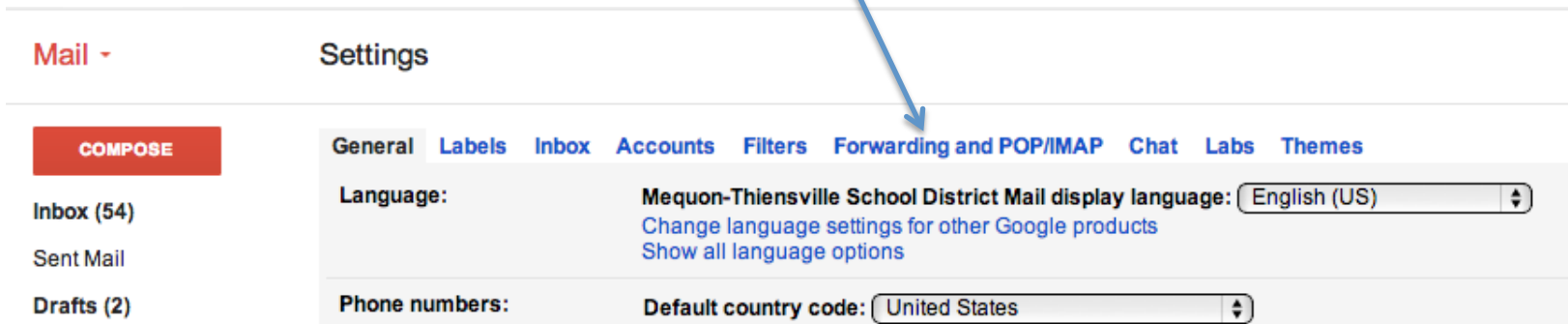
Mail ▾



3. Click on the “**Settings**” link.

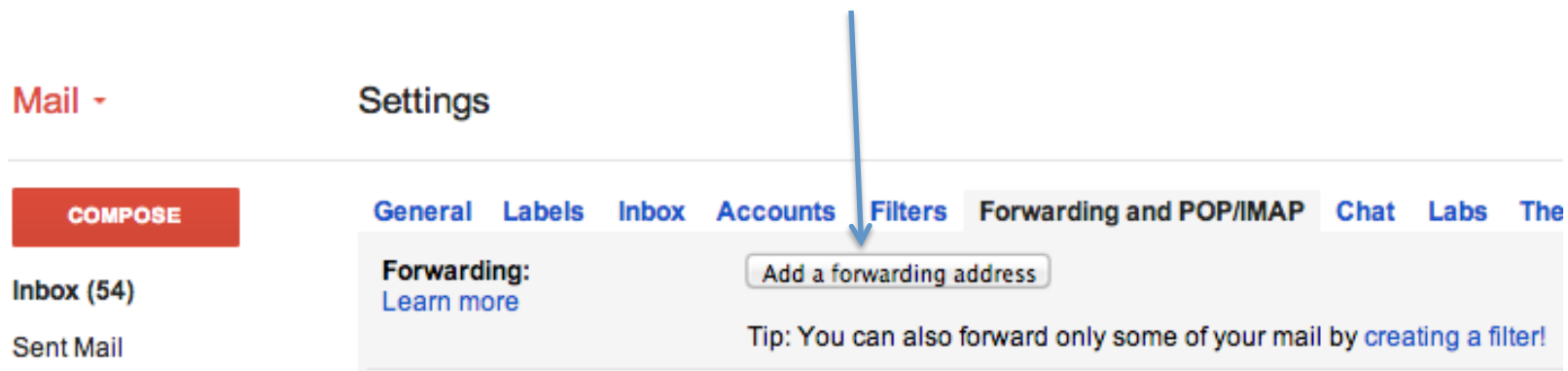


4. Click on the “**Forward and POP/IMAP**” link.



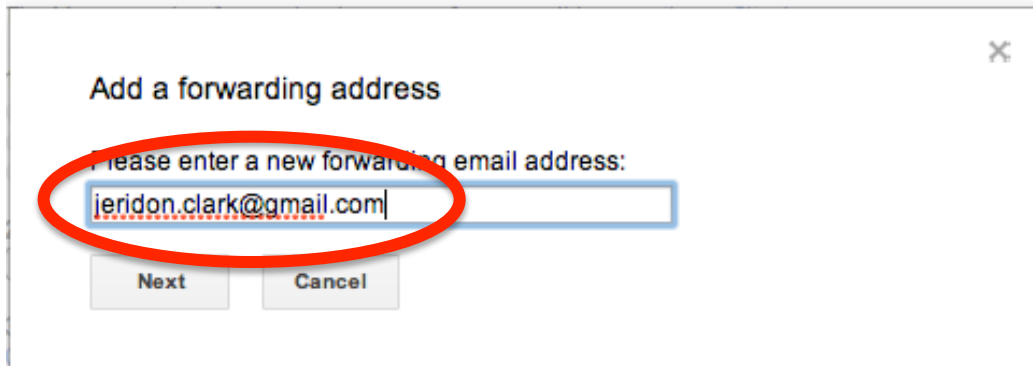
The screenshot shows the Gmail Settings page. On the left, there is a sidebar with 'Mail -' at the top, followed by a red 'COMPOSE' button, and then 'Inbox (54)', 'Sent Mail', and 'Drafts (2)'. The main content area is titled 'Settings' and has a horizontal menu with tabs: 'General', 'Labels', 'Inbox', 'Accounts', 'Filters', 'Forwarding and POP/IMAP', 'Chat', 'Labs', and 'Themes'. A blue arrow points from the text above to the 'Forwarding and POP/IMAP' tab. Below the tabs, the 'Language' section is visible, showing 'Mequon-Thiensville School District Mail display language:' with a dropdown menu set to 'English (US)'. Below that, the 'Phone numbers' section shows 'Default country code:' with a dropdown menu set to 'United States'.

5. Click on “**Add a forwarding address**” button.



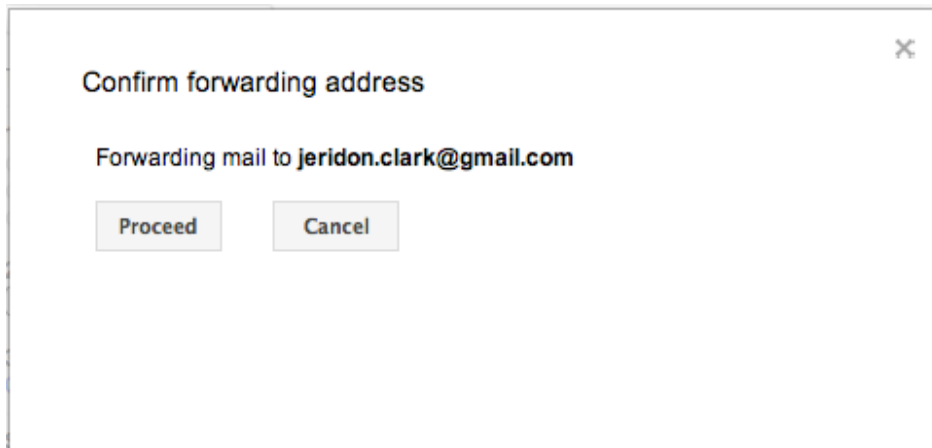
The screenshot shows the Gmail Settings page with the 'Forwarding and POP/IMAP' tab selected. The sidebar on the left is the same as in the previous screenshot. The main content area shows the 'Forwarding' section, which includes a blue 'Learn more' link and a button labeled 'Add a forwarding address'. A blue arrow points from the text above to this button. Below the button, there is a tip: 'Tip: You can also forward only some of your mail by [creating a filter!](#)'.

6. Enter the email address that you want to forward your @mtsd.k12.wi.us or @students.mtsd.k12.wi.us email to and click “Next.”



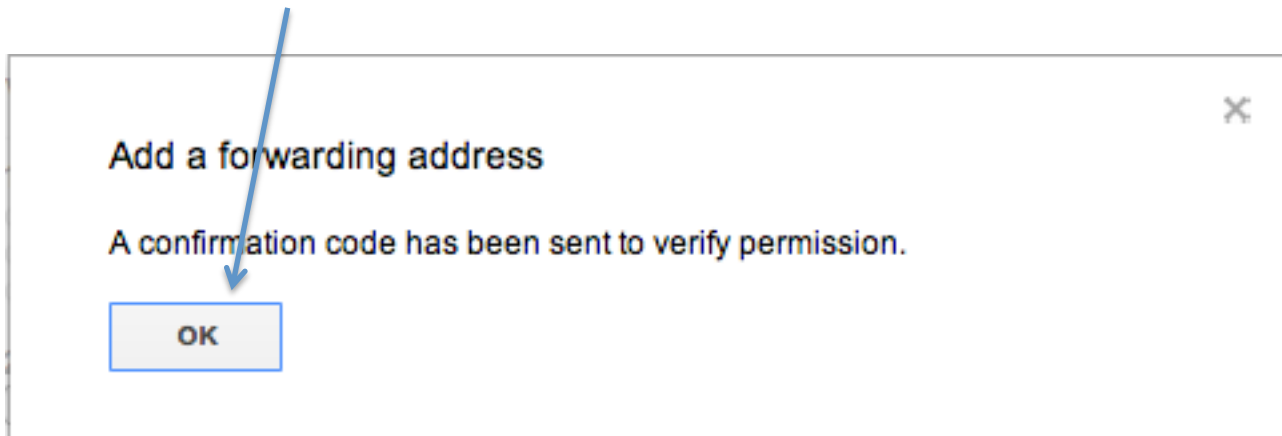
A dialog box titled "Add a forwarding address" with a close button (X) in the top right corner. The text inside reads "Please enter a new forwarding email address:". Below this is a text input field containing "jeridon.clark@gmail.com". A red oval highlights the input field. At the bottom are two buttons: "Next" and "Cancel".

7. You will need to confirm the forwarding address. Click on “**Proceed**.”

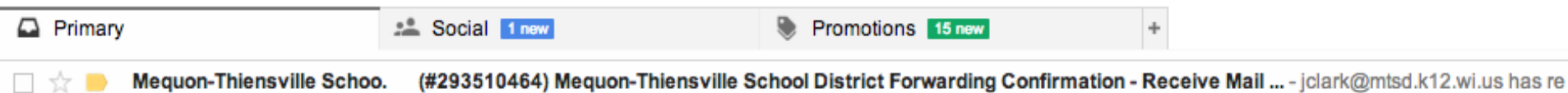


A dialog box titled "Confirm forwarding address" with a close button (X) in the top right corner. The text inside reads "Forwarding mail to jeridon.clark@gmail.com". Below this are two buttons: "Proceed" and "Cancel".

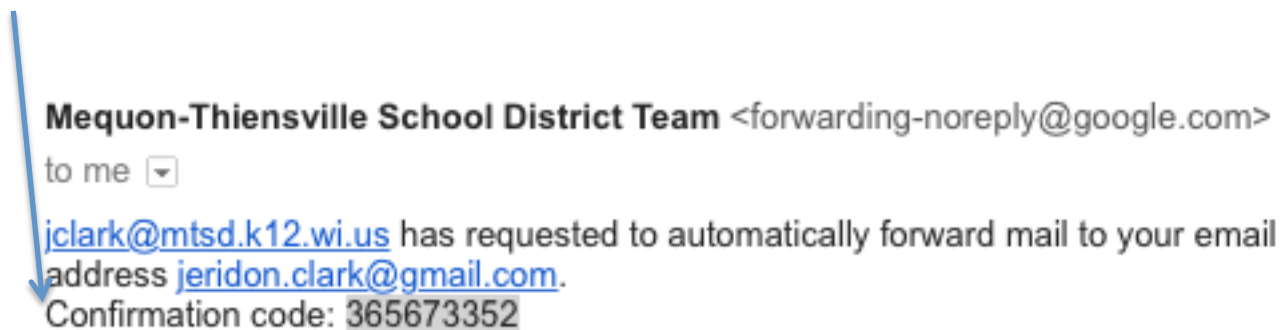
8. Click on “Ok.”



9. Go to your other email and open the confirmation email.



10. Copy the confirmation code.



11. Go back to “Settings” in your @mtsd.k12.wi.us or @students.mtsd.k12.wi.us account and paste the confirmation code in the box and click “Verify.”

Mequon
Thiensville
SCHOOL DISTRICT

Mail ▾ Settings

COMPOSE

Inbox (101)
Sent Mail
Drafts (4)
Trash
Circles

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs Themes

Forwarding:
[Learn more](#)

Add a forwarding address

Verify
jeridon.clark@gmail.com

confirmation code Verify Re-send email Remove address

12. Make sure the “button” is checked next to “**Forward a copy . . .**”
Select what you want to do with the original email. I recommend
using the “**keep Mequon-Thiensville School District Mail’s copy in
the inbox**”

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Labs](#) [Themes](#)

Forwarding:

[Learn more](#)

- Disable forwarding
- Forward a copy of incoming mail to and

[Add a forwarding address](#)

Tip: You can also forward only some of your mail by [creating a filter!](#)

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Labs](#) [Themes](#)

Forwarding:
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:
[Learn more](#)

1. Status: POP is enabled for all mail that has arrived since 7/31/12

Enable POP for **all mail** (even mail that's already been downloaded)

Enable POP for **mail that arrives from now on**

Disable POP

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access Mequon-Thiensville School District Mail from other clients using IMAP)
[Learn more](#)

Status: IMAP is enabled

Enable IMAP

Disable IMAP

When I mark a message in IMAP as deleted:

Auto-Expunge on - Immediately update the server. (default)

Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:

Archive the message (default)

Move the message to the Trash

Immediately delete the message forever

Folder Size Limits

Do not limit the number of messages in an IMAP folder (default)

Limit IMAP folders to contain no more than this many messages

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

13. Click "Save Changes." 

14. You are FINISHED. Your @mtsd.k12.wi.us or @students.mtsd.k12.wi.us email is now being forwarded to the email address of your choice.