Merge e-mail accounts:

- Log into your Gmail e-mail.
- Go to "**Settings**" in the top right corner of the email screen. It's a little gear icon next to "< >"page scrolls.
- Click on the icon and a drop down menu appears, then click on "settings".
- Once you're in Settings, go to the 4th tab over that is labeled **Accounts.**
- The last option under accounts is "check mail from other accounts" to the right you will see in blue Add a mail account, click on it.
- A new window will prompt you to enter your email address. You will enter your WINSTONK12 email here. (Be sure to enter the full email address EX: jdoe@winstonk12.org
- Next, enter your password for you WINSTONK12 email in the password blank. *****_Make sure the top 2 boxes are checked (Leave a copy & Always use a secure connection)_ Click NEXT.
- Next, make sure "Yes, I want to be able to send mail as "" is bubbled in. Click NEXT.
- Next, make sure the "Treat as an alias" is bubbled in. Click Next
- Close Window