



## Forwarding Your SPX Parent Email to Your Other Email Account(s)

Your SPX Parent Email is the official form of communication from the school to the parents. **You are strongly encouraged to forward this email to an address that you check regularly.**

NOTE: You will still need to know your password to access your PowerSchool Parent Portal, PS Learning, and any school-created Google forms you need to complete.

For technical issues related to your parent email account, please email IT Director Tim Stultz: [tstultz@spx.org](mailto:tstultz@spx.org).

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### Step 1 — Add the email(s) to which you wish to forward:

- Log in to your SPX Family Email Account. (*NOTE: Do not use an app version.*)
- Click the gear icon in the top right corner of the screen.
- Select Settings.
- Click the **Forwarding and POP/IMAP** link across the top.
- Click “Add a forwarding address”.
- Enter the email address to which you want to forward.
- A confirmation email will be sent to that address. *NOTE: If you’re having trouble finding the confirmation email, check your Spam folder.*
- Click the verification link in the confirmation email you receive.
- Repeat, if needed, for other email addresses.

### Step 2 — To forward to ONE email account:

- Log back in to your Gmail account or reload your web browser if still logged in.
- Return to the **Forwarding and POP/IMAP** link.
- Click the radio button beside “Forward a copy of incoming mail to [your email address].”
- Click Save Changes at the bottom of the page.

### Step 3 — To forward to a SECOND email account:

- Complete Step 2.
- Click the gear icon in the top right corner of the screen.
- Select Settings.
- Click the **Filters and Blocked Addresses** link across the top.
- Click **Create a New Filter**
- **In the Doesn't have field, type in random letters on your keyboard, e.x. fadsjkl;fakj**
- Click **Create Filter with this Search**
- Click the radio button beside “Forward it to” and use the drop down to select the email address.
- Click **Create Filter**

### Step 4 — Send a test email to your SPX Parent Email to confirm it forwards.