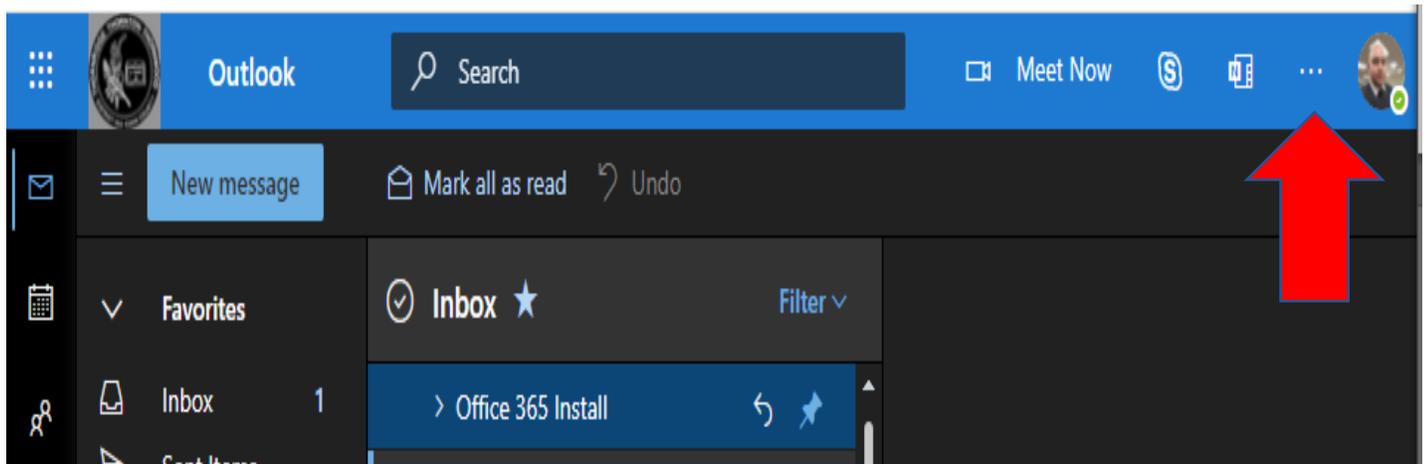
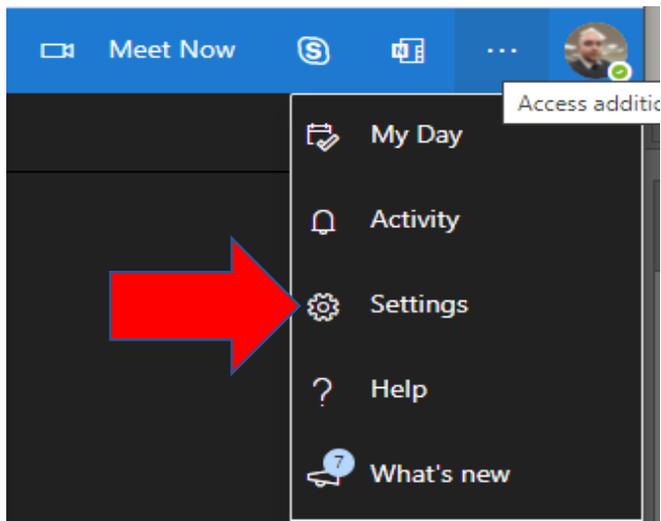


## FORWARDING EMAIL FROM OUTLOOK TO GOOGLE(GMAIL):

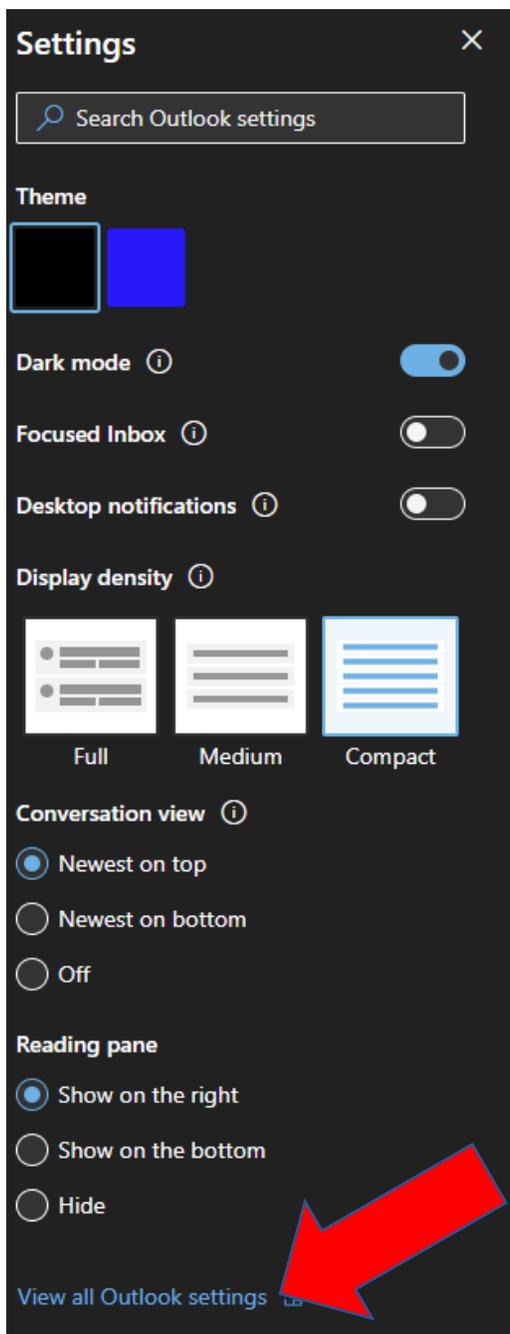
1. Once signed into your Outlook email online, click on the 3 dots next to your profile icon at the top right.



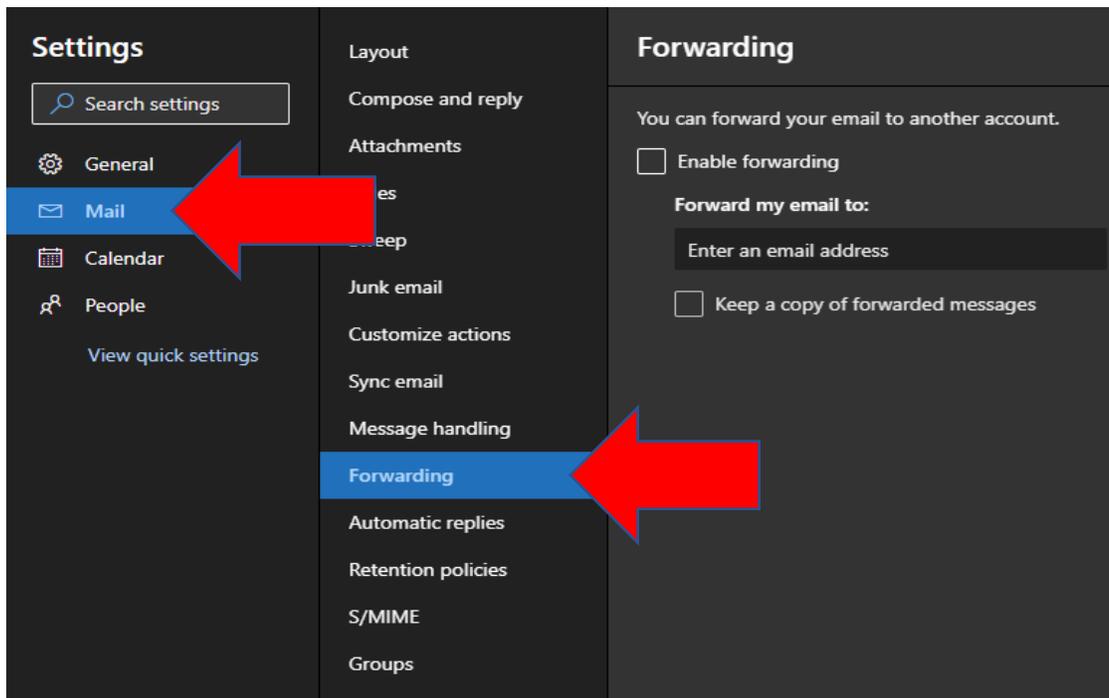
2. When the drop-down menu comes up, click on Settings.



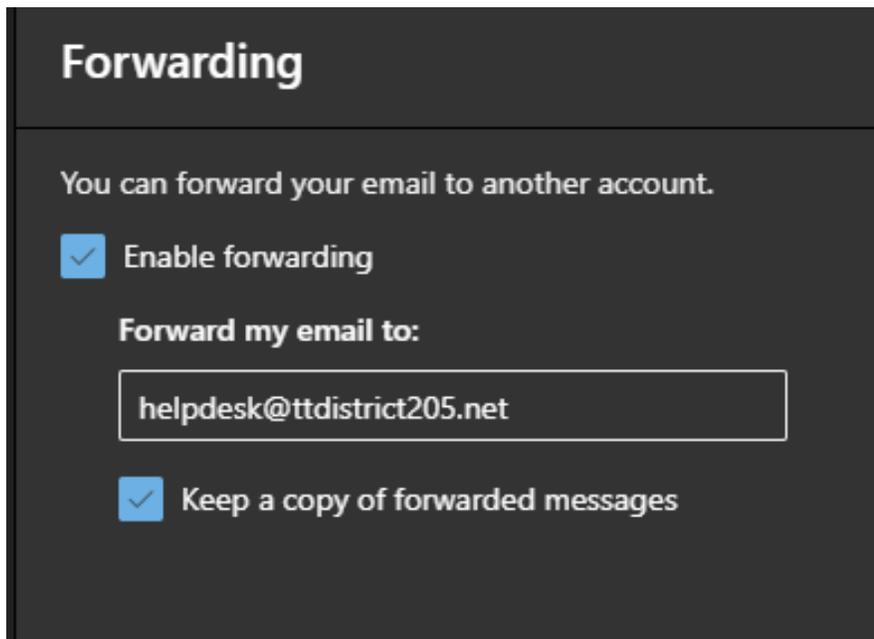
3. At the bottom of the next pop-up window, click on View all Outlook settings.



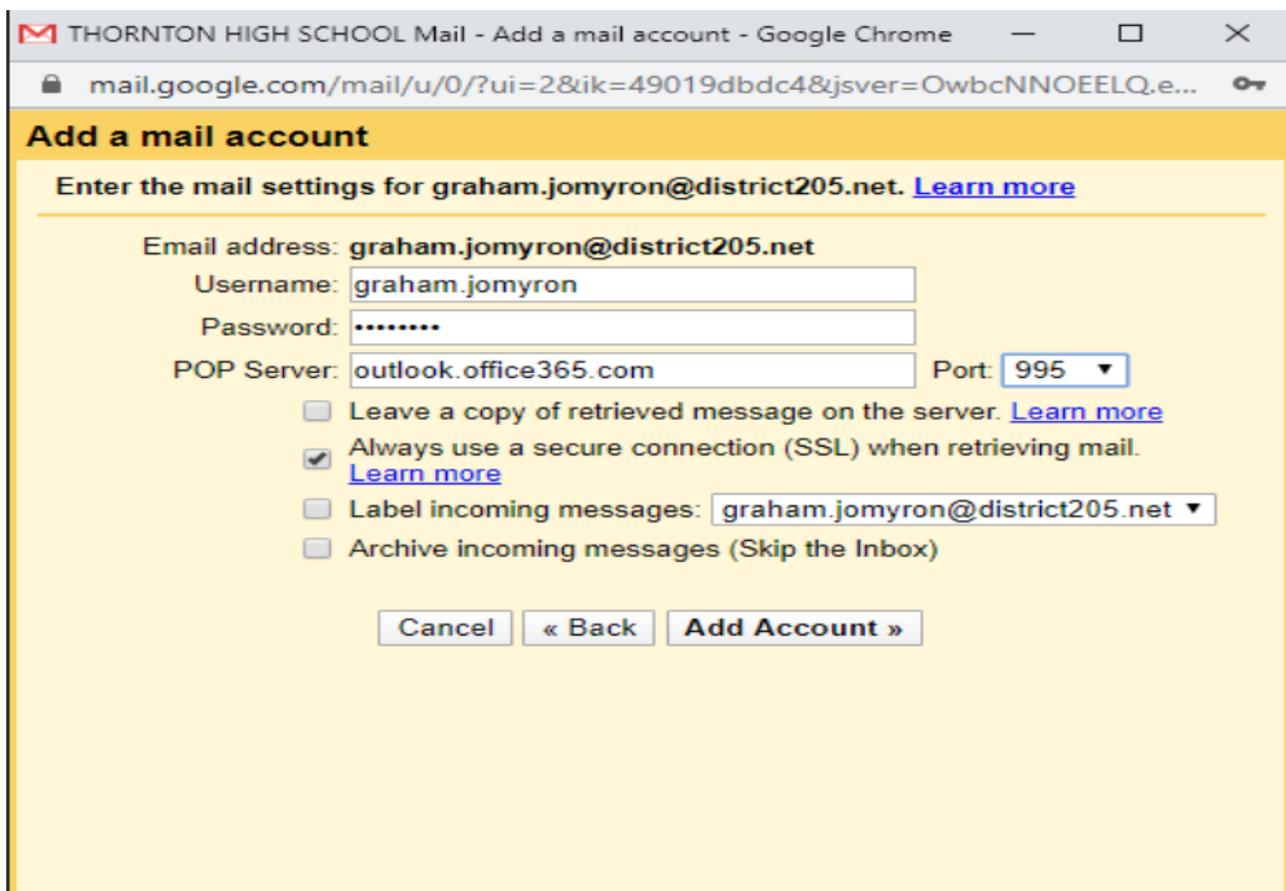
4. Next, click on Mail in the left pane, then Forwarding in the center pane.



5. Now check the Enable Forwarding box, then type in your district Gmail in the box. You also have the option to keep a copy in your Outlook email by check the last box.



6. To complete the integration, log into your Google account and go to settings in your work Gmail(firstinitiallastname@ttdistrict205.net) (on your browser of choice) then click on the tab “accounts”. Look at the bottom of the area for “check mail from other accounts:” and click on Add. Enter your outlook work account (i.e. lastname.firstname@district205.net) then press “next”. The next screen should look like the picture below but with your info(see the following settings below if it does not), it may default to no password and mail.district205.net as the POP Server.
7. Put in your password for your work Outlook email account.
8. Add @district205.net to your username.
9. Make sure the port is 995 and have “always use a secure connection...” checked
10. If done correctly once you click on “add account” it will be added to Gmail with no issues.
11. You set it up to have it pull directly from Outlook so Outlook will show no messages and Gmail will show all the messages or you can have it so that the messages stay on both Outlook and Google, etc. The choice is yours in that regard. **You do not have to set this up at all if you don't want to.** This is only for people that prefer to use one email address.



The screenshot shows a web browser window titled "THORNTON HIGH SCHOOL Mail - Add a mail account - Google Chrome". The address bar shows "mail.google.com/mail/u/0/?ui=2&ik=49019dbdc48&jsver=OwbcNNOEELQ.e...". The main heading is "Add a mail account". Below this, it says "Enter the mail settings for graham.jomyron@district205.net. [Learn more](#)".

The form contains the following fields and options:

- Email address: graham.jomyron@district205.net
- Username: graham.jomyron
- Password: [masked]
- POP Server: outlook.office365.com
- Port: 995
- Leave a copy of retrieved message on the server. [Learn more](#)
- Always use a secure connection (SSL) when retrieving mail. [Learn more](#)
- Label incoming messages: graham.jomyron@district205.net
- Archive incoming messages (Skip the Inbox)

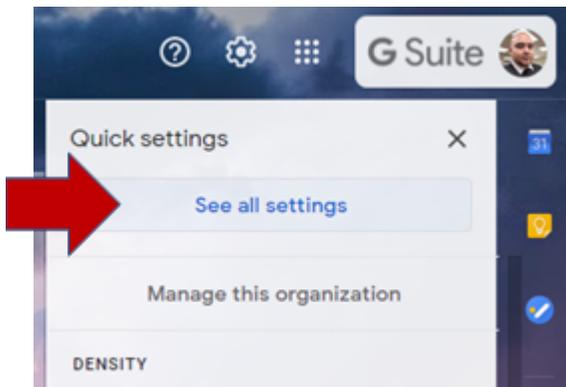
At the bottom, there are three buttons: "Cancel", "« Back", and "Add Account »".

## FORWARDING EMAIL FROM GOOGLE(GMAIL) TO OUTLOOK:

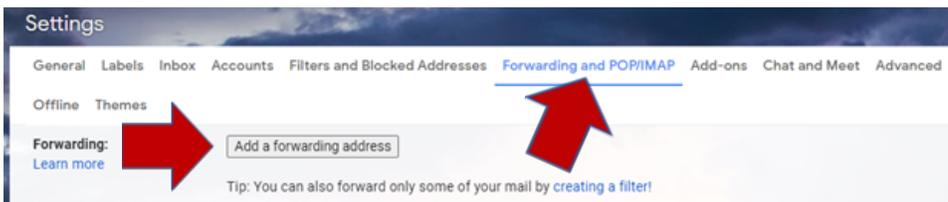
1. Sign into your district Google(Gmail) account and click on the top right click on the gear icon for the settings.



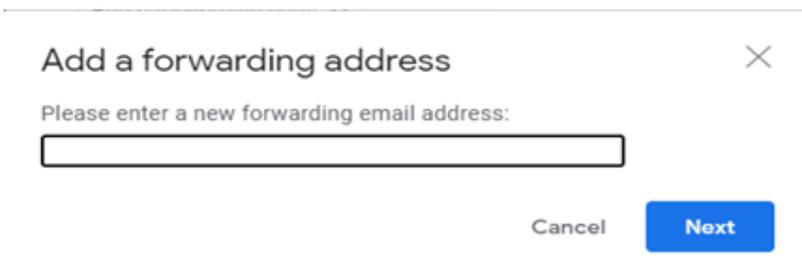
2. Next click on See all settings.



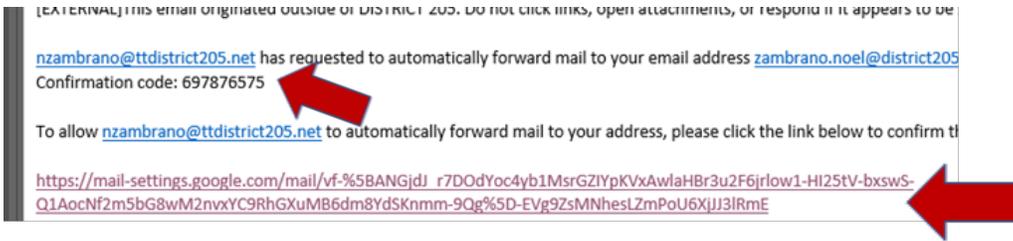
3. On the next page click on the Forwarding and POP/IMAP tab. Then click on Add a forwarding address.



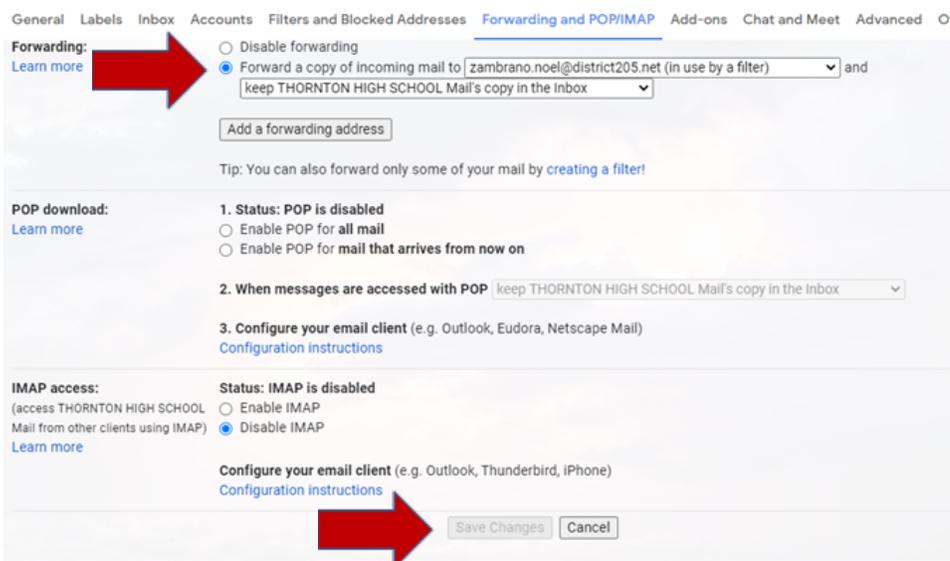
4. Now enter your district Outlook email address (i.e. lastname.firstname@district205.net) and click Next.

A screenshot of the 'Add a forwarding address' dialog box. It contains a text input field for the email address and two buttons: 'Cancel' and 'Next'.

5. After that, a confirmation email is sent to you district Outlook email. Click on the link to confirm and copy the Confirmation code provided in the email:

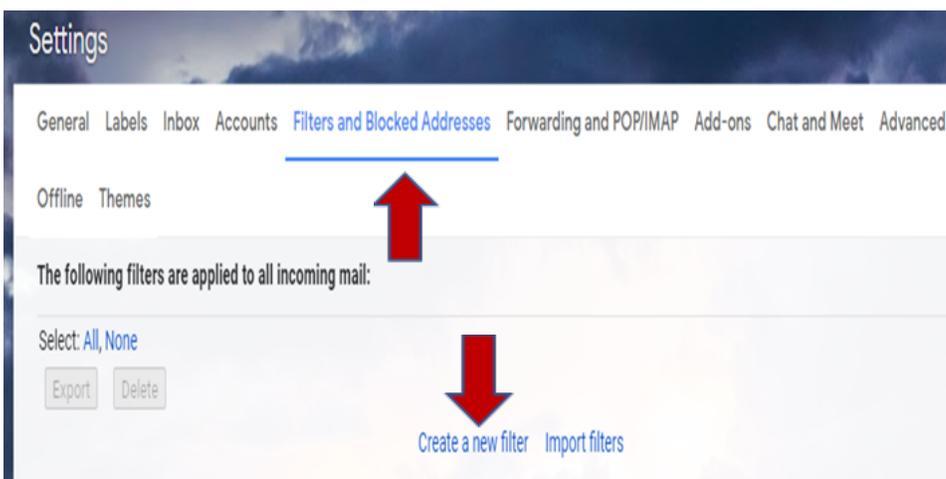


6. Next, click on the radio button to Forward. Then at the bottom, click on Save Changes.

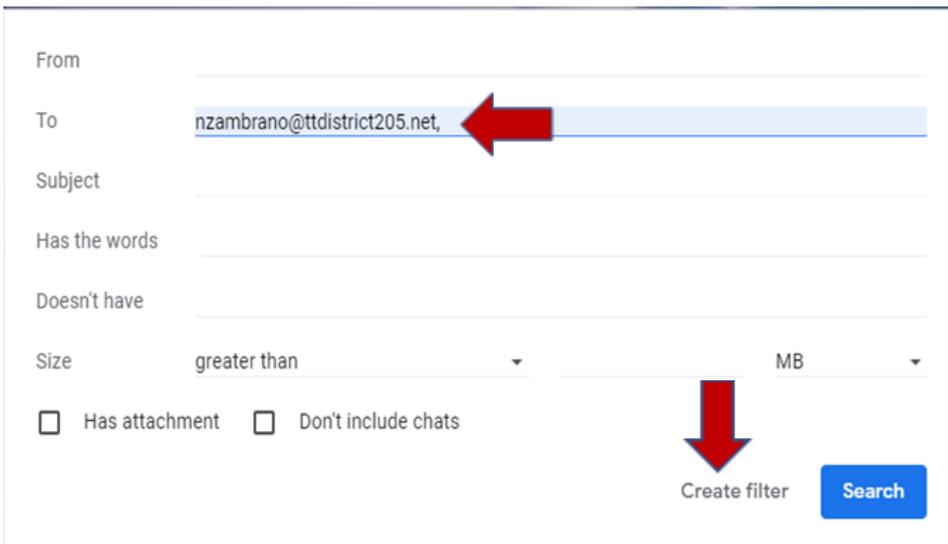


Note: It should not be greyed out when you set this up for the first time.

7. Now click on the Filters and Blocked Addresses tab. Then click on Create a new filter.

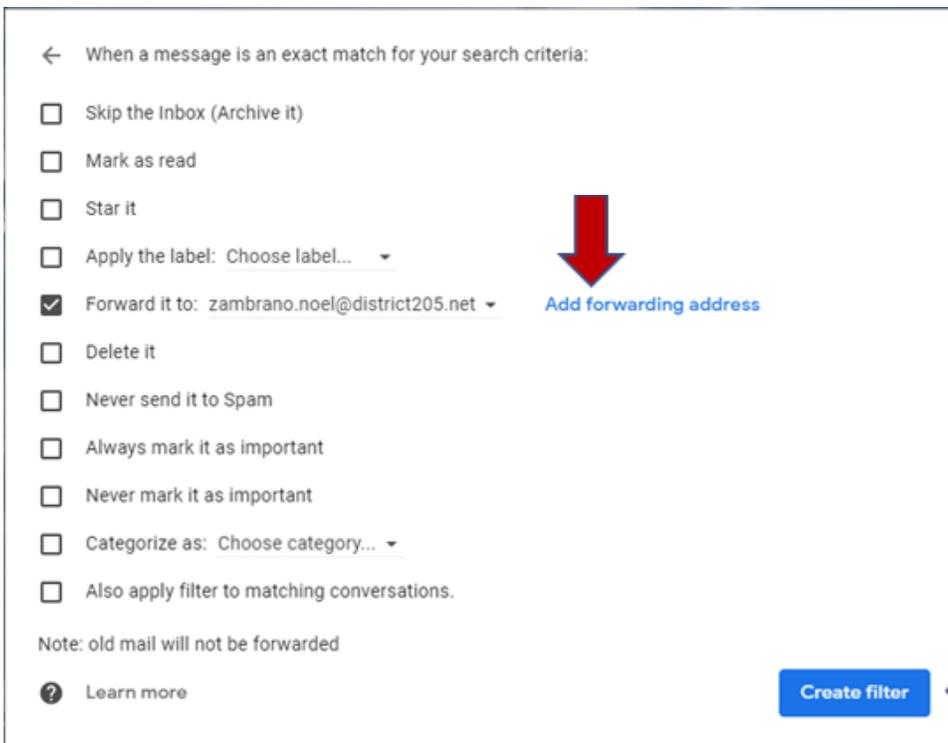


8. In the To field, type in your Gmail address. Then click on Create filter.



A screenshot of the Gmail 'Create filter' dialog box. The 'To' field is highlighted with a red arrow pointing to the email address 'nzambrano@ttdistrict205.net'. Below the 'To' field, there are fields for 'Subject', 'Has the words', and 'Doesn't have'. The 'Size' field is set to 'greater than' and 'MB'. There are two checkboxes: 'Has attachment' and 'Don't include chats'. At the bottom, there are two buttons: 'Create filter' and 'Search'. A red arrow points down to the 'Create filter' button.

9. Lastly, check off the Forward it to: button, click the drop down arrow and select your email address. Then click on Create filter.



A screenshot of the Gmail 'Create filter' dialog box showing the configuration options. The 'Forward it to:' option is checked, and the email address 'zambrano.noel@district205.net' is selected in the dropdown menu. A red arrow points down to the 'Add forwarding address' link. At the bottom right, there is a 'Create filter' button with a red arrow pointing to it. The other options are: 'Skip the Inbox (Archive it)', 'Mark as read', 'Star it', 'Apply the label: Choose label...', 'Delete it', 'Never send it to Spam', 'Always mark it as important', 'Never mark it as important', 'Categorize as: Choose category...', and 'Also apply filter to matching conversations.' A note at the bottom says 'Note: old mail will not be forwarded' and there is a 'Learn more' link.

10. After that, you should be all set. Send yourself a test email to confirm.