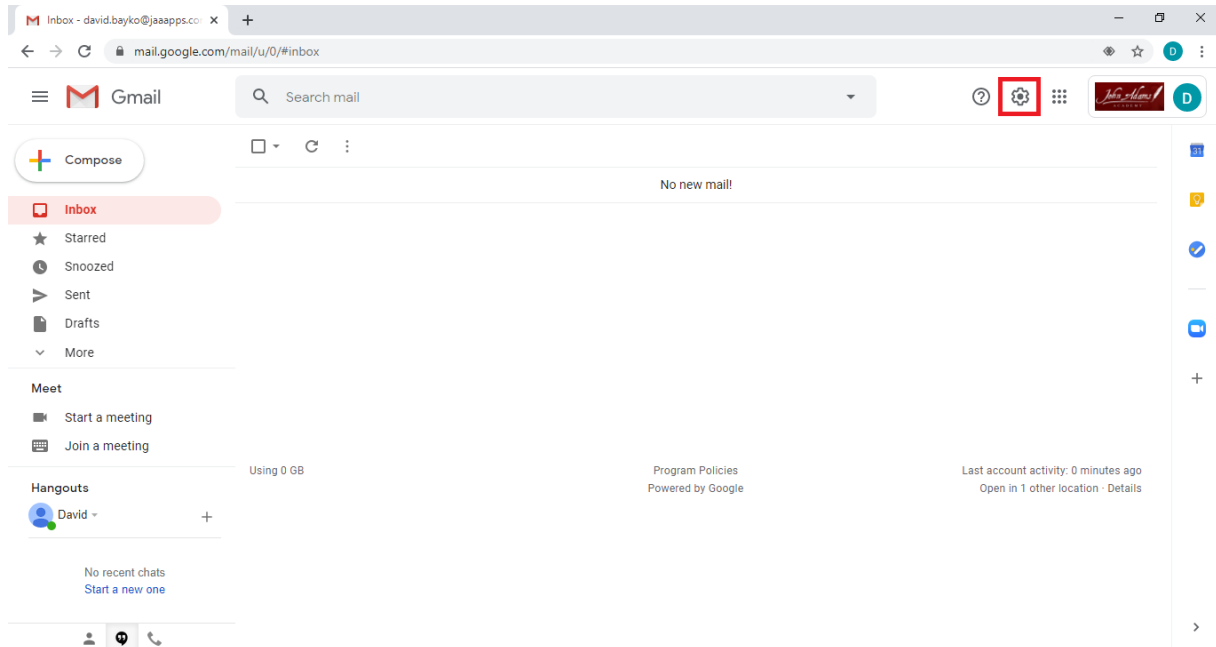


John Adams Academy Email Forwarding Guide

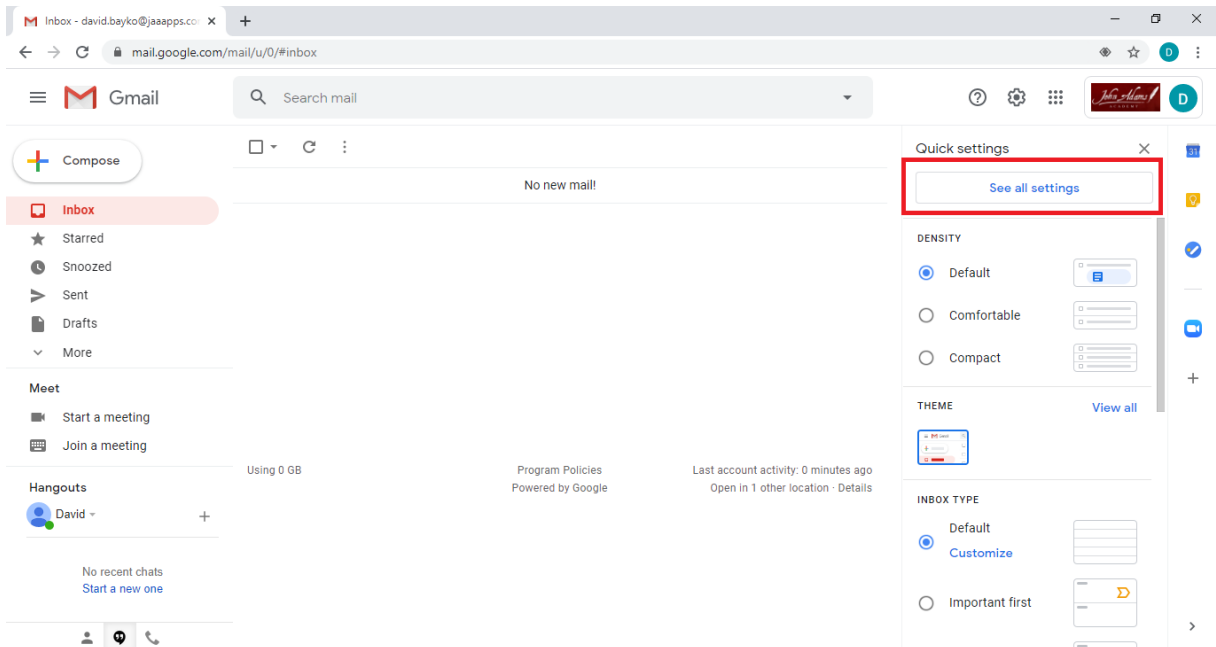
Step 1:

Open your JAAApps Gmail. Once it is open, select the gear icon in the top right corner



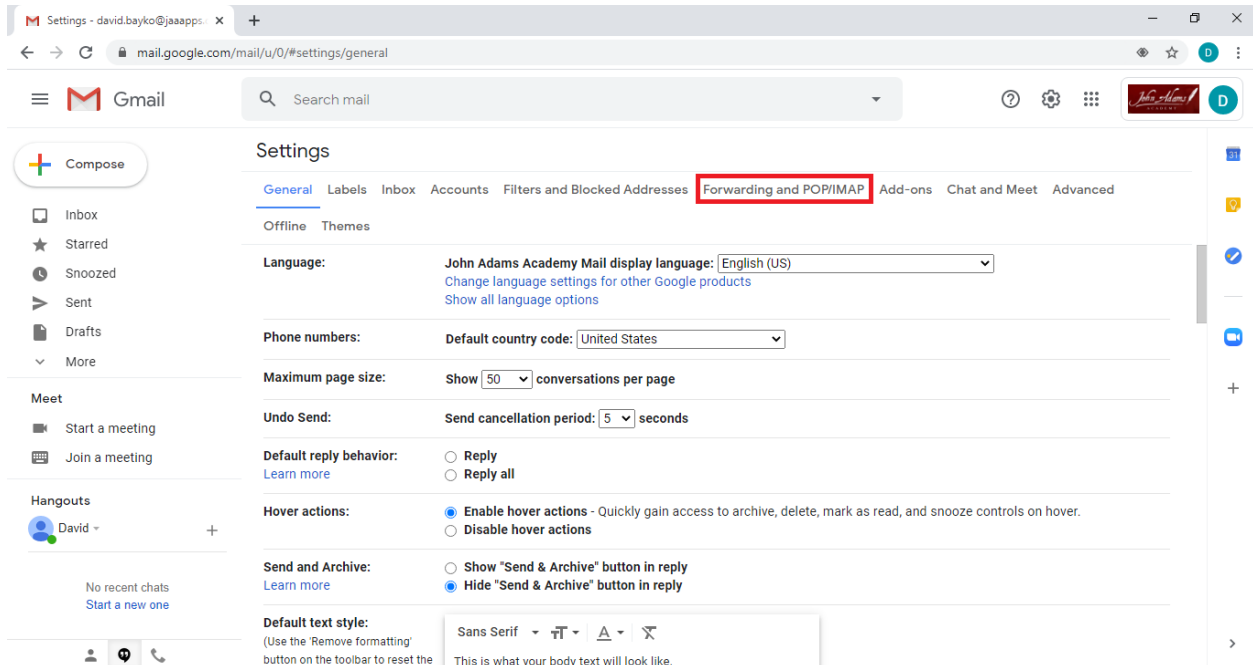
Step 2:

Select “See all settings”



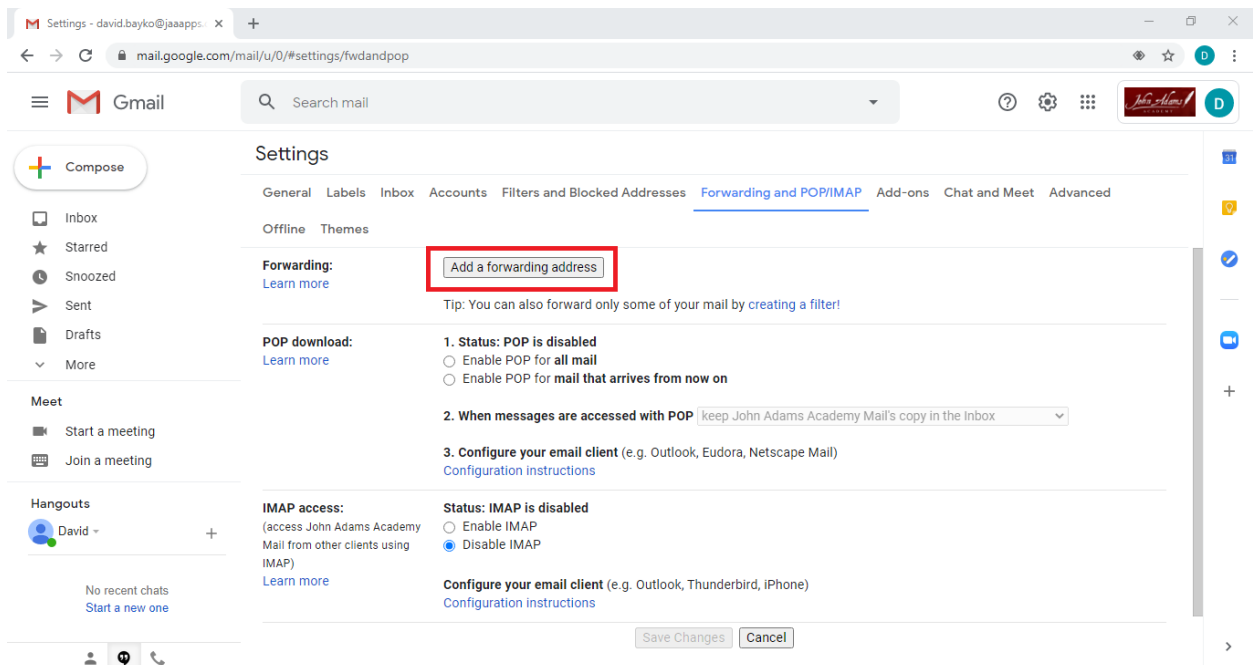
Step 3:

Select the tab that says “Forwarding and POP/IMAP”



Step 4:

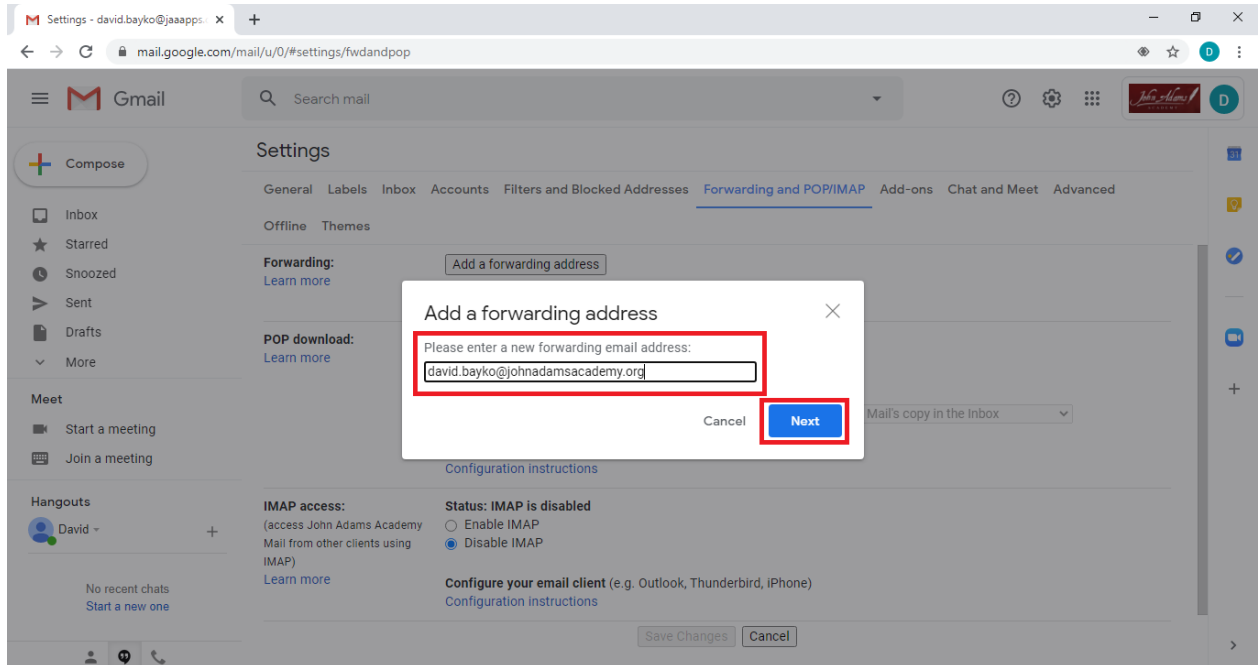
Select “Add a forwarding address”



Step 5:

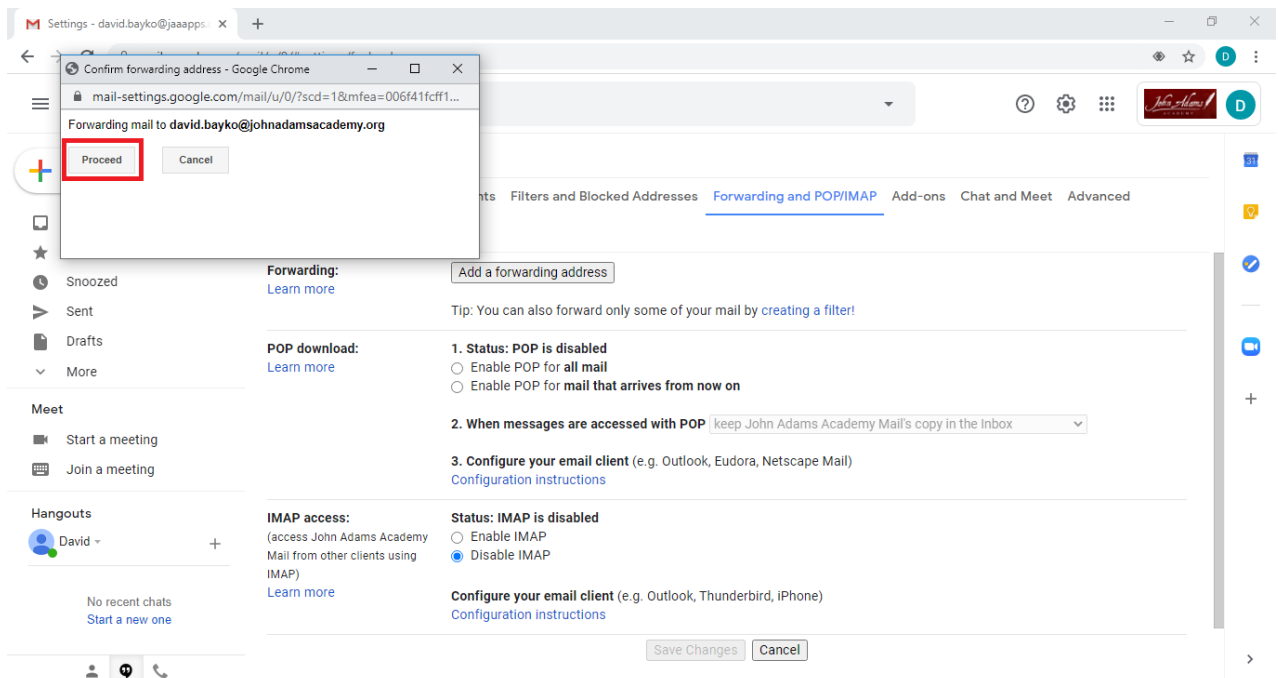
Type in your John Adams Email in the empty text box. First.Last@johnadamsacademy.org

After that press the next button.



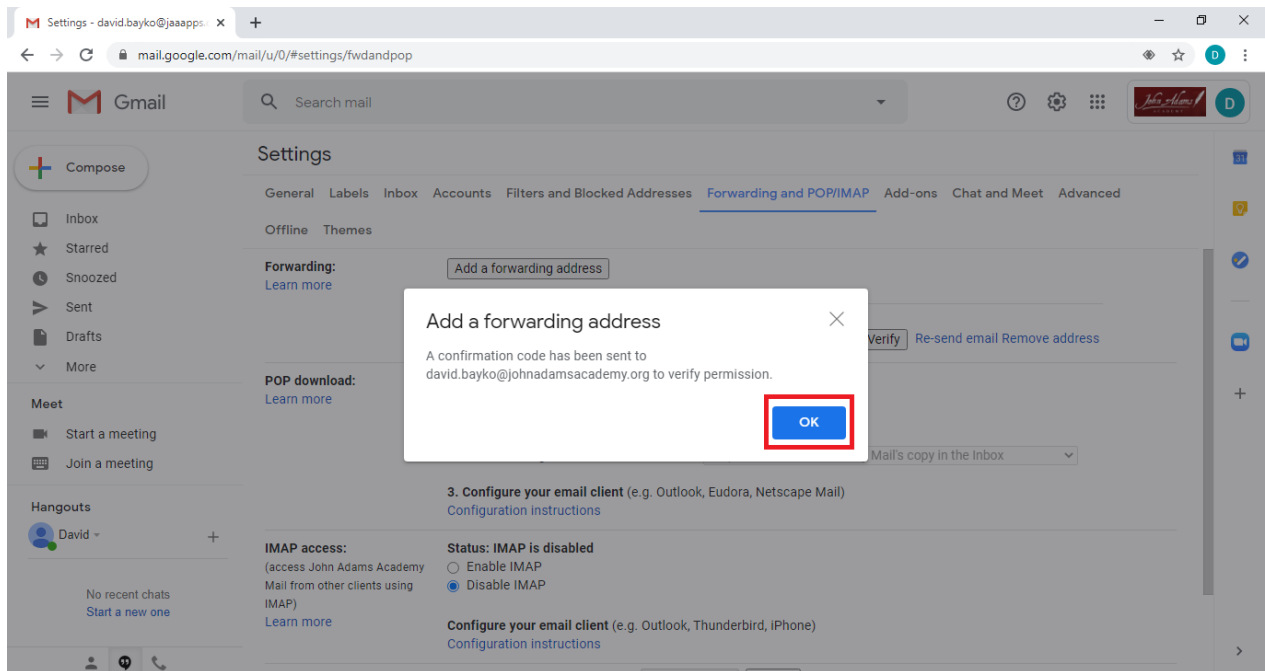
Step 6:

Press proceed on the popup window



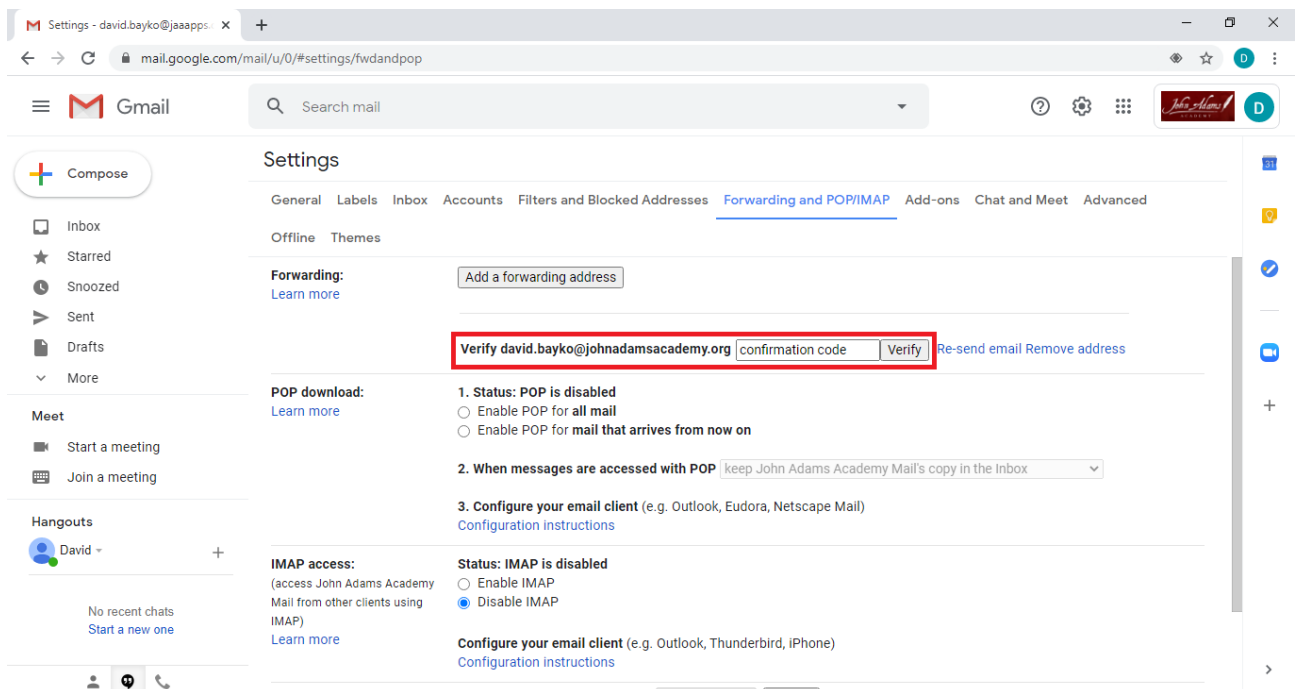
Step 7:

Press the ok button on the popup.



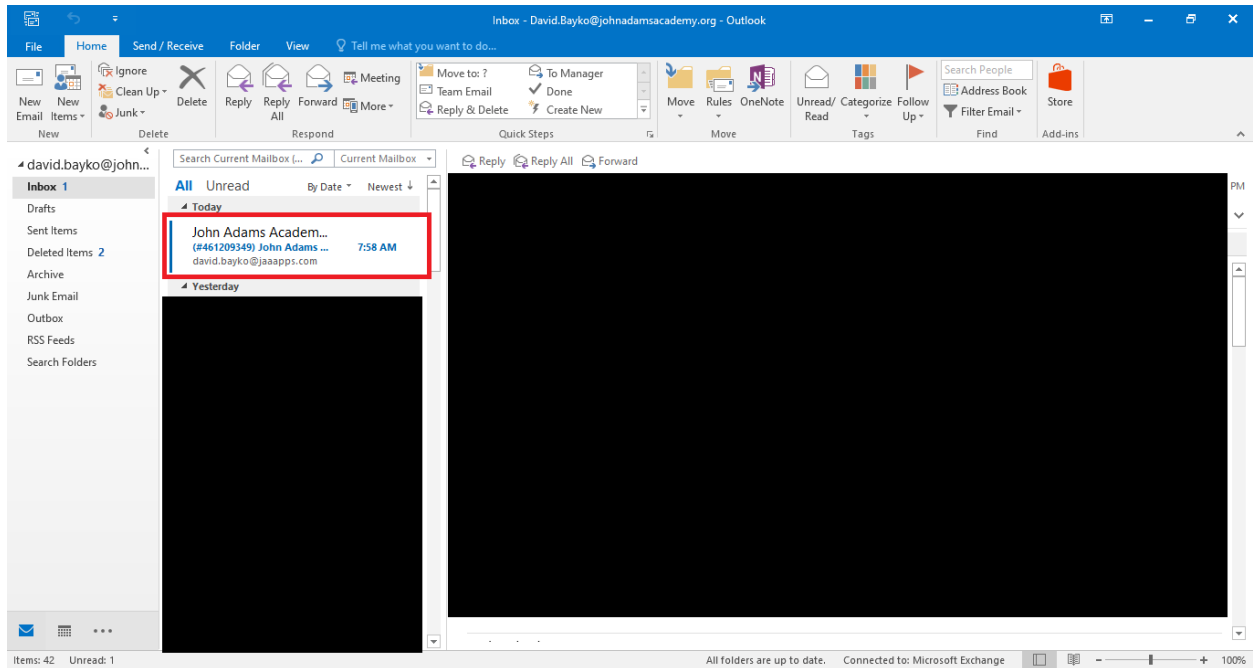
Step 8:

At this point, a confirmation code has been sent to your Outlook email. Leave the Gmail tab open and go to your Outlook.



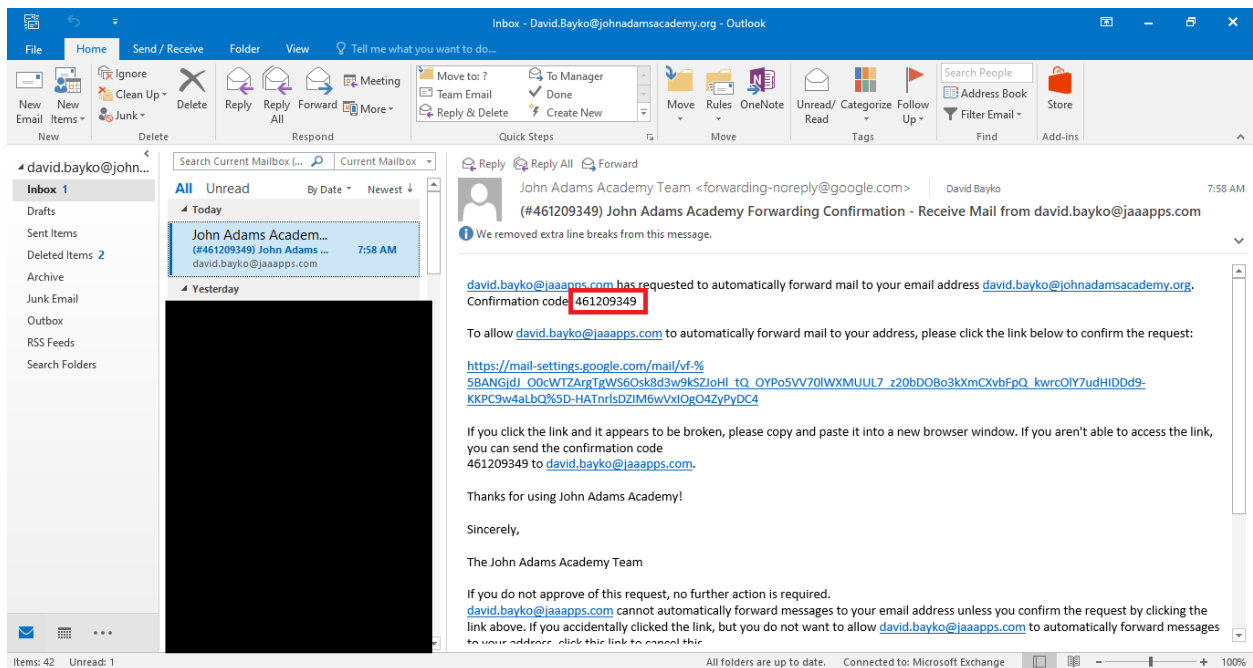
Step 9:

Find the email with the conformation code



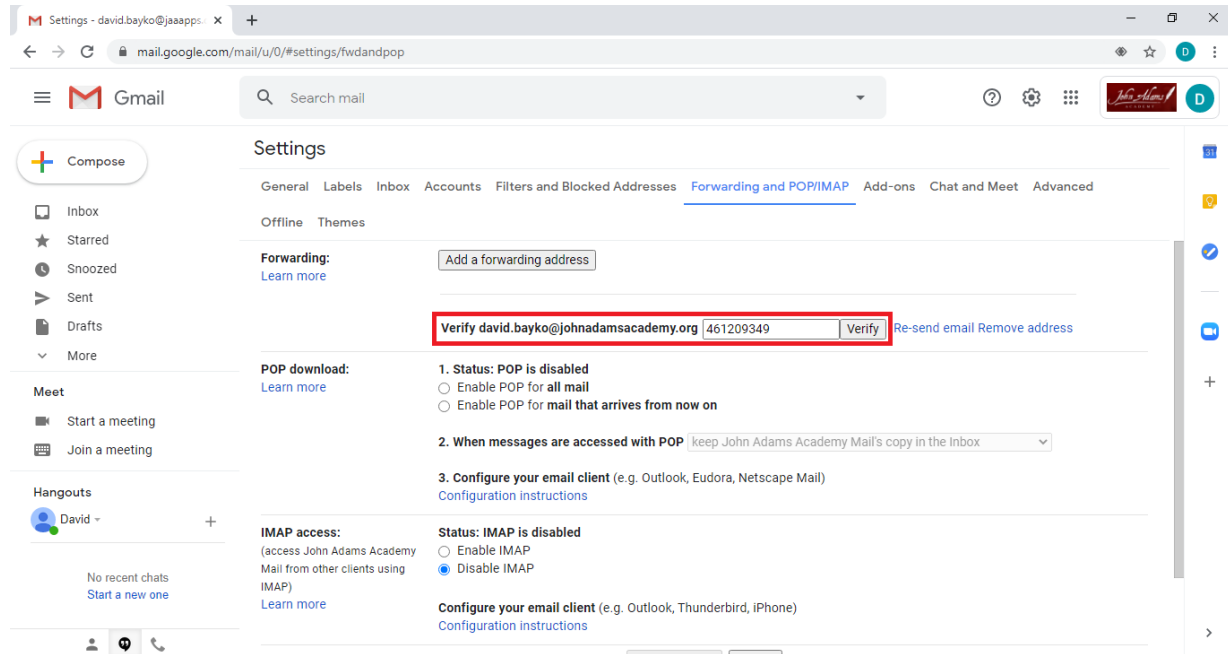
Step 10:

Copy the conformation code



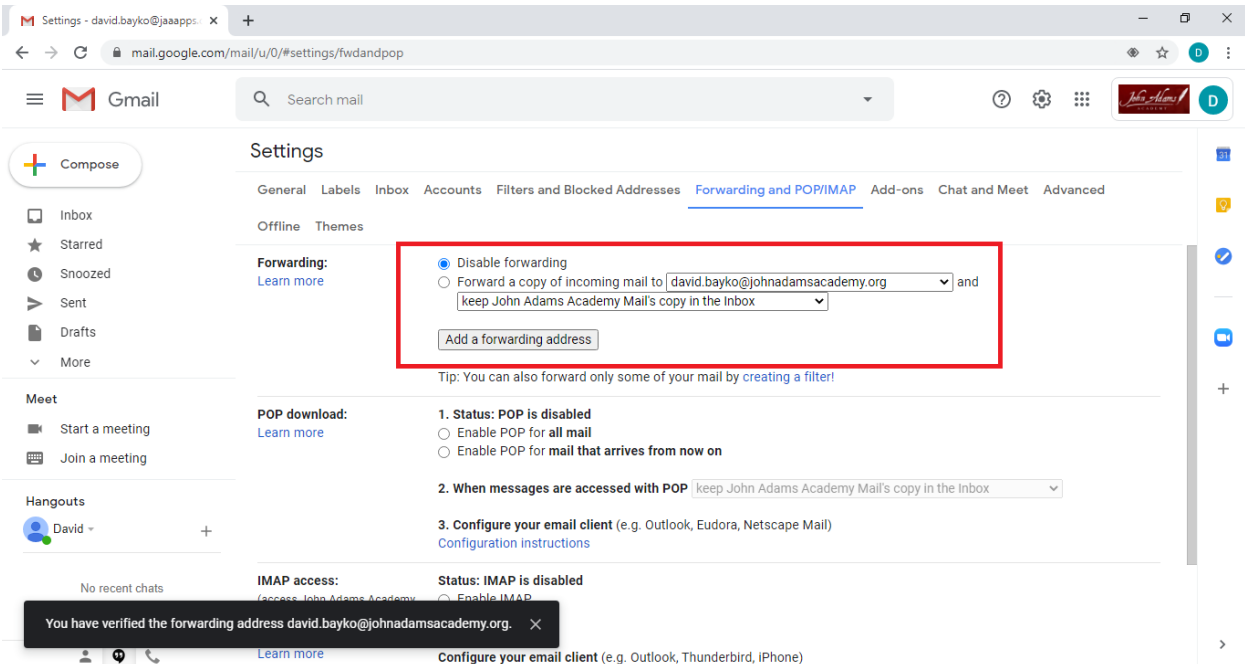
Step 11:

Past the confirmation code into the text box and press verify



Step 12:

Find the highlighted box



Step 13:

Select the second option that is highlighted.

The screenshot shows the Gmail 'Settings' page for the account 'david.bayko@jaaapps'. The 'Forwarding and POP/IMAP' tab is selected. In the 'Forwarding' section, the option 'Forward a copy of incoming mail to david.bayko@johnadamsacademy.org (in use) and keep John Adams Academy Mail's copy in the Inbox' is selected and highlighted with a red box. Below this, there is a tip: 'You can also forward only some of your mail by creating a filter!'. The 'POP download' section shows 'Status: POP is disabled' and 'When messages are accessed with POP' set to 'keep John Adams Academy Mail's copy in the Inbox'. The 'IMAP access' section shows 'Status: IMAP is disabled' and 'Configure your email client' with instructions for Outlook, Thunderbird, and iPhone.

Step 14:

Scroll to the bottom of the settings page and press save changes

The screenshot shows the bottom of the Gmail 'Settings' page. The 'Save Changes' button is highlighted with a red box. The page footer includes 'Using 0 GB', 'Program Policies Powered by Google', and 'Last account activity: 6 minutes ago Details'.