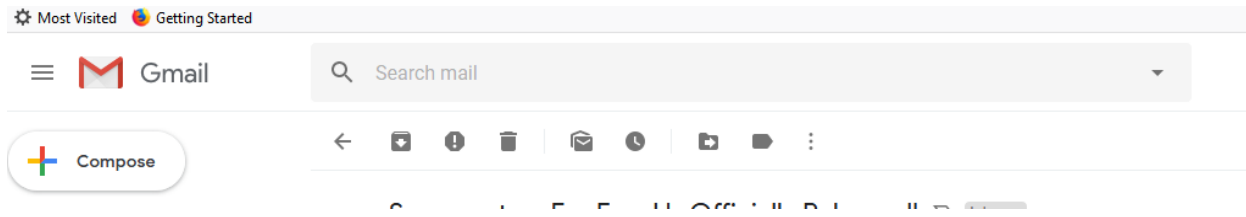


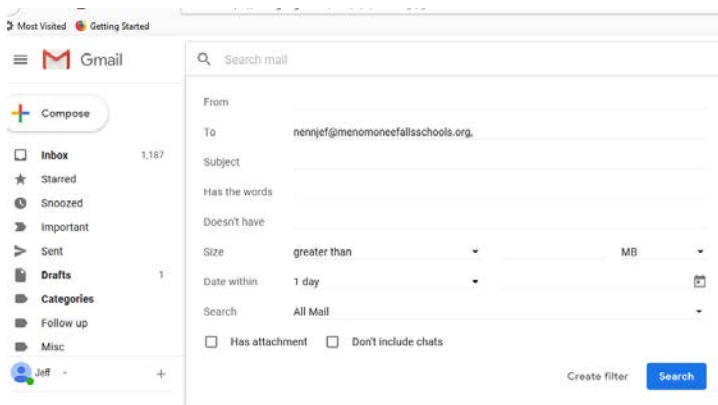
# HOW TO FORWARD GMAIL TO OUTLOOK

Step 1: Go to mail.google.com. Log in to your account using your 4/3@menomoneefallsschools.org email address.

Step 2: While in Gmail, select the drop down **triangle** on the right side of the search mail box.



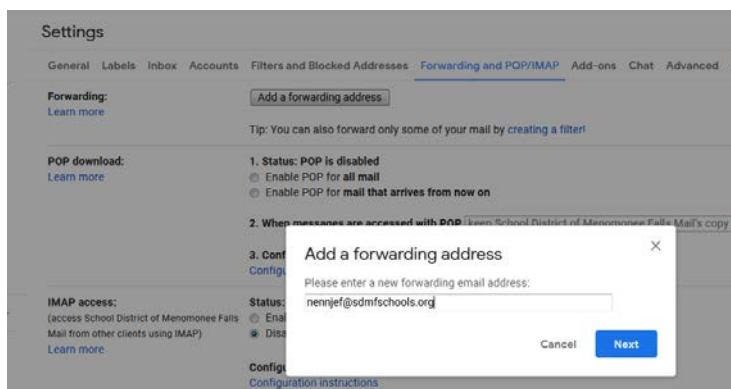
Step 3: **On the To:** line, type your Gmail address. Then, select the **Create Filter** button in the lower right corner of the window.



Step 4: Select the **Add a forwarding address** button.

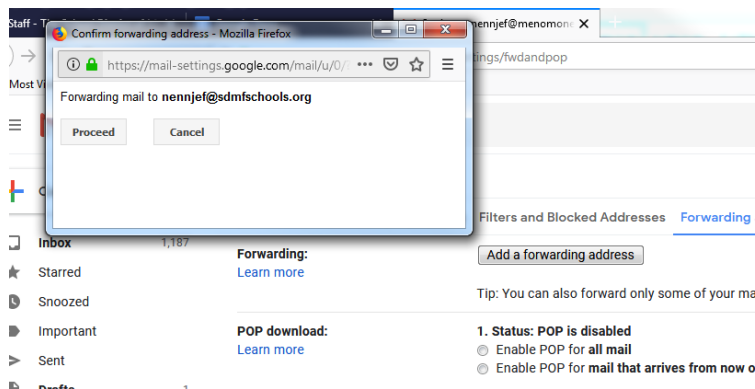


Step 5: Type in your Outlook email address, which is your 4/3@sdmfschools.org. Then, select the Next button.

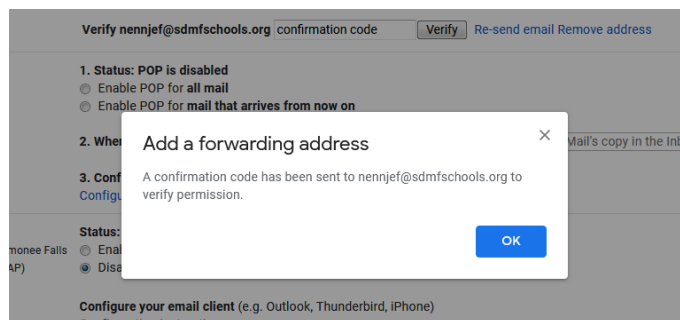


# HOW TO FORWARD GMAIL TO OUTLOOK

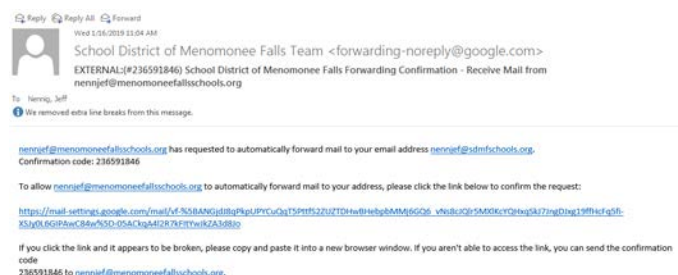
Step 6: Select the **Proceed** button.



Step 7: You should see a box appear called **Add a forwarding address**. Select the **OK** button.



Step 8: Get confirmation code that was sent to your Outlook email account (leave your Gmail where it is right now as well...you will be coming back to it). Copy the confirmation code (or write it down). Also, select the long https// line in the email.

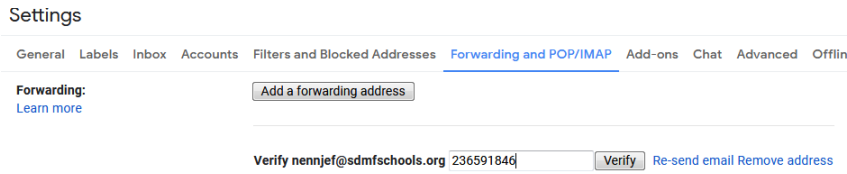


After pressing the https:// link above, the Confirmation window will appear. Press the **Confirm** button

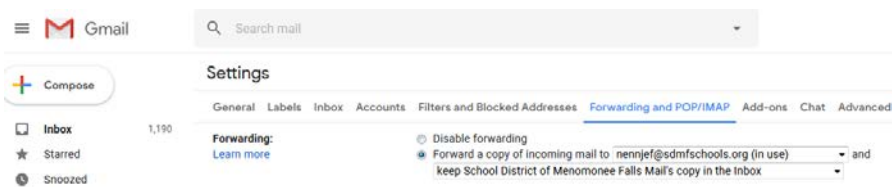


# HOW TO FORWARD GMAIL TO OUTLOOK

Step 9: Back in your Gmail screen, enter the confirmation code (from Step 8). Then press the **Verify** button.



Step 10: Change the Disable forwarding to Forward a copy of incoming mail (remember to also press the **Save Changes** button near the bottom of the window).



***Now when anyone who sends email to your Gmail account, it will automatically be sent to your Outlook inbox.***