



JHS Email Forwarding

How to Forward Gmail to Office365



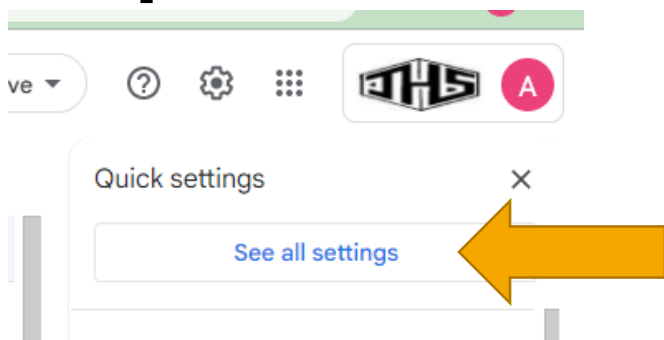
Forwarding Gmail to 365

Step 1: Log into your school Gmail account

Step 2: Select the Settings Gear in the top right corner.



Step 3: Select See All Settings.



Forwarding Gmail to 365 - con'd

Step 4: Select the Forwarding and POP/IMAP tab and click Add a forwarding address.

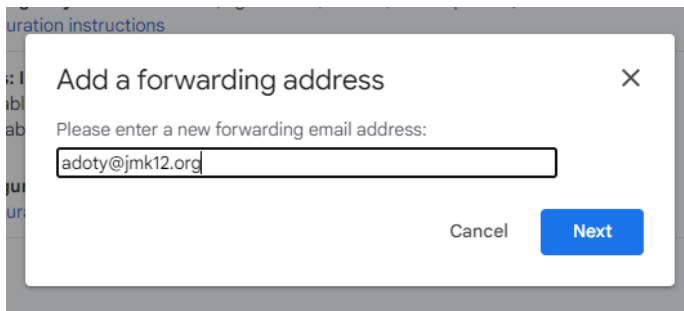
Settings

General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline

Forwarding:
[Learn more](#)

Add a forwarding address

Step 5: Type in your Office365 address and click Next.



uration instructions

Add a forwarding address

Please enter a new forwarding email address:

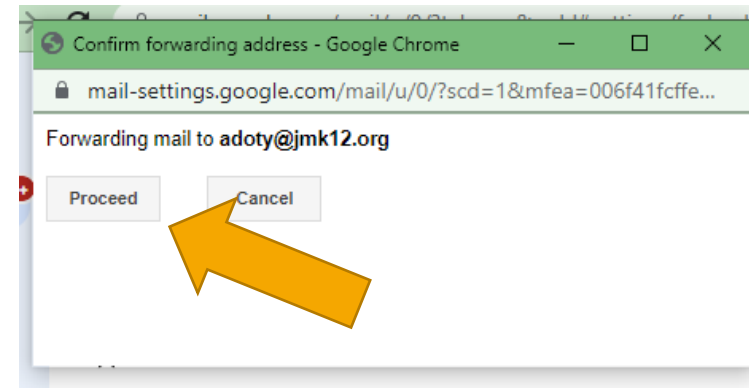
adoty@jmk12.org

Cancel Next

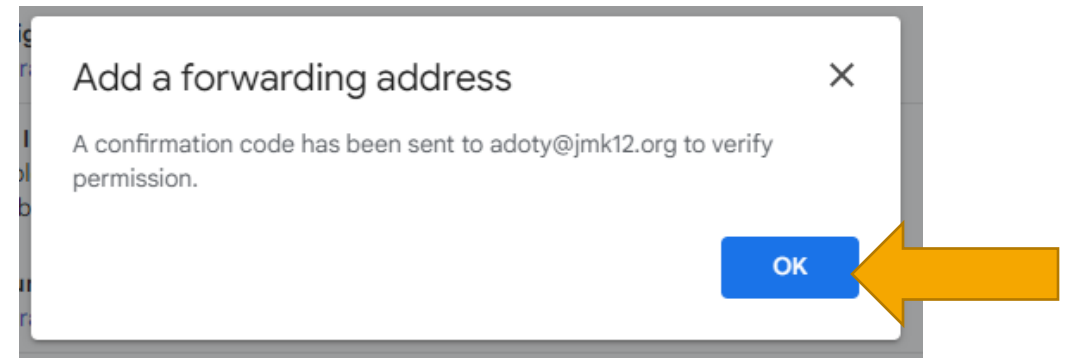
Reminder: Your Office365 usernames usually follow this format:
Last2digitsofgraduationyear lastname first initial **@s.jmk12.org**
i.e. 26washington@s.jmk12.org

Forwarding Gmail to 365 - con'd

Step 6: Confirm the address in the pop-up and select Proceed.

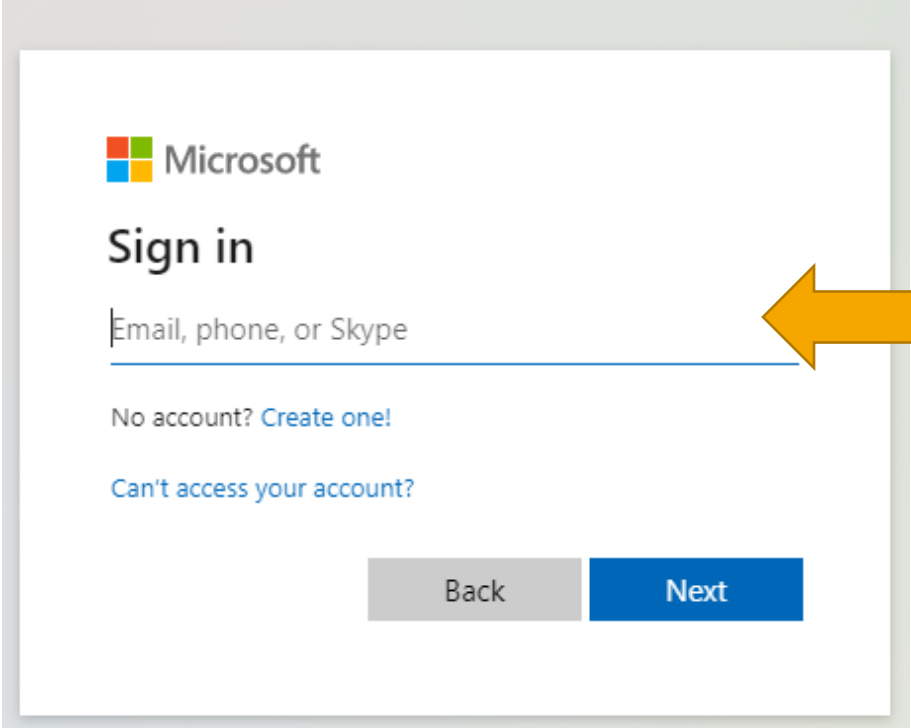


Step 7: A confirmation message will pop-up indicating you must approve the forward in your Office365 email.



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Step 8: Log into your Office365 Outlook email account (login.microsoftonline.com).



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the placeholder text "Email, phone, or Skype". A large orange arrow points from the right side of the slide towards this input field. Below the input field are two links: "No account? [Create one!](#)" and "[Can't access your account?](#)". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

Forwarding Gmail to 365 - con'd

Step 9: Click the hyperlink in the email that confirms you want your Gmail to forward to your 365 address.

(#376544693) Johnstown-Monroe Local School District Forwarding Confirmation - Receive Mail from adoty@johnstown-monroe.com



Johnstown-Monroe Local School District Team <forwarding-noreply@google.com>

To: Alicia Doty



Tue 8/23/2022

adoty@johnstown-monroe.com has requested to automatically forward mail to your email address adoty@jmk12.org.
Confirmation code: 376544693

To allow adoty@johnstown-monroe.com to automatically forward mail to your address, please click the link below to confirm the request:

https://mail-settings.google.com/mail/vf-%5BBANGjdJ8RMC4ELYIL2W6yB16jQTjwnw-NIAn50yDgsC1tQWPX4SkvkoNp-1ggNlyl_j87i4oA2_-Yq2RljnM%5D-5j_i3DlpyZj1NhfE-4a5uHweXs



Forwarding Gmail to 365 - con'd

Step 10: Confirm the permissions one more time.



Please confirm forwarding mail of adoty@johnstown-monroe.com to adoty@jmk12.org.

Confirm



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Step 11: Celebrate your success!



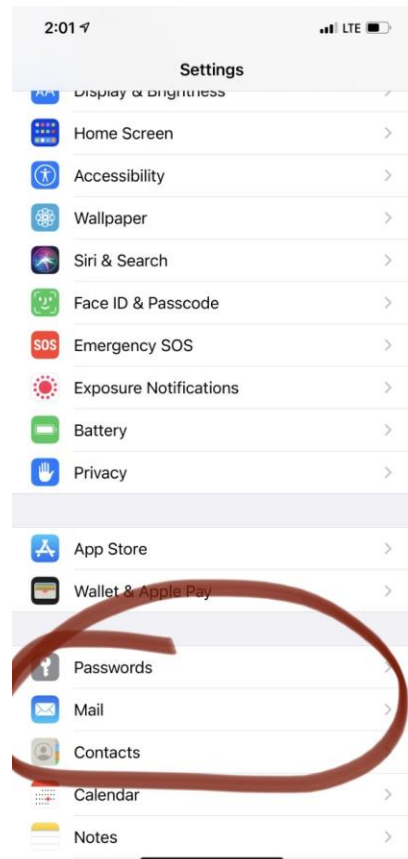
Syncing Office365 Email to a Phone

How to Install School Email
on Personal Phones

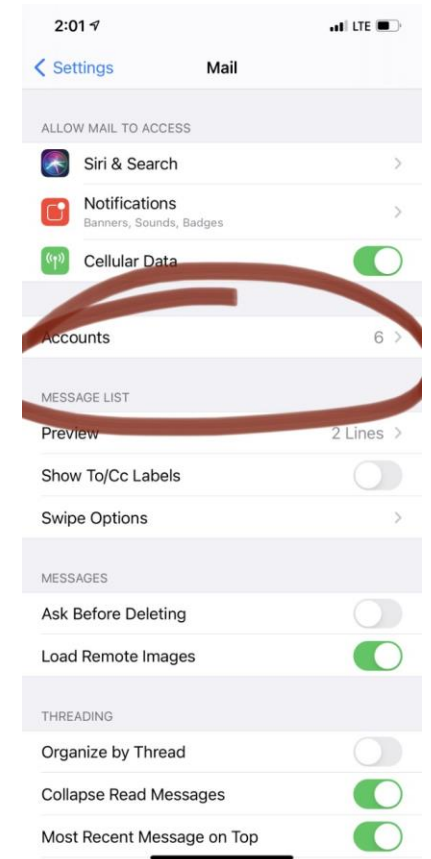


Syncing Office365 Email to a Personal Phone - iPhone Instructions

Step 1: Open the Settings on your phone and select Mail.

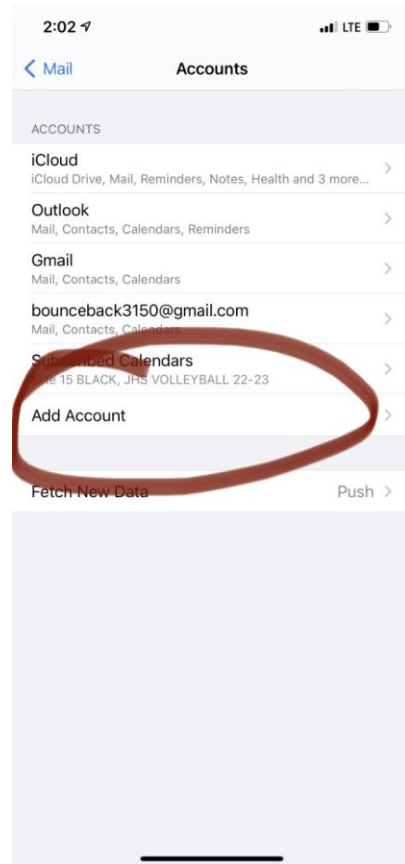


Step 2: Select Accounts.

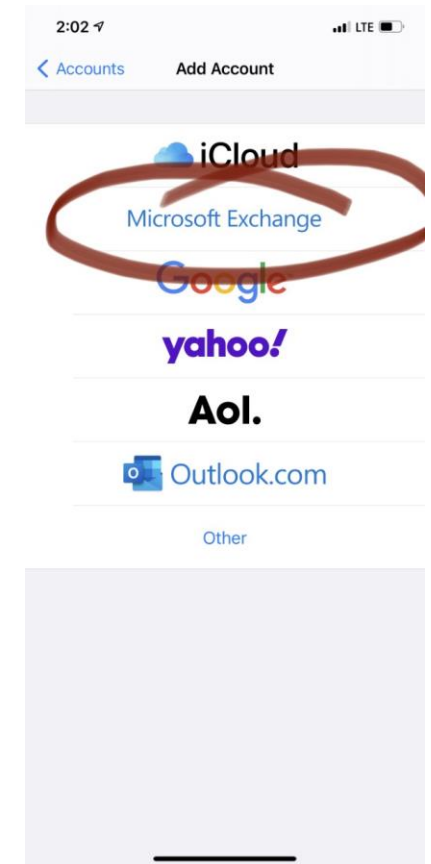


Syncing Office365 Email to a Personal Phone - iPhone Instructions con'd

Step 3: Add an account.

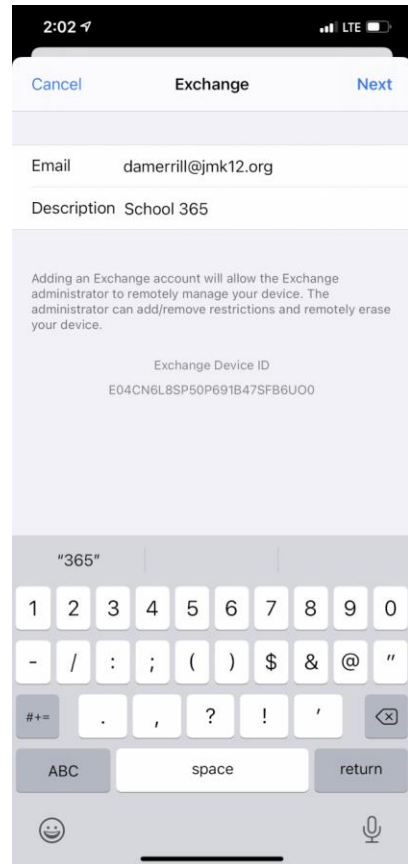


Step 4: Select Microsoft Exchange.

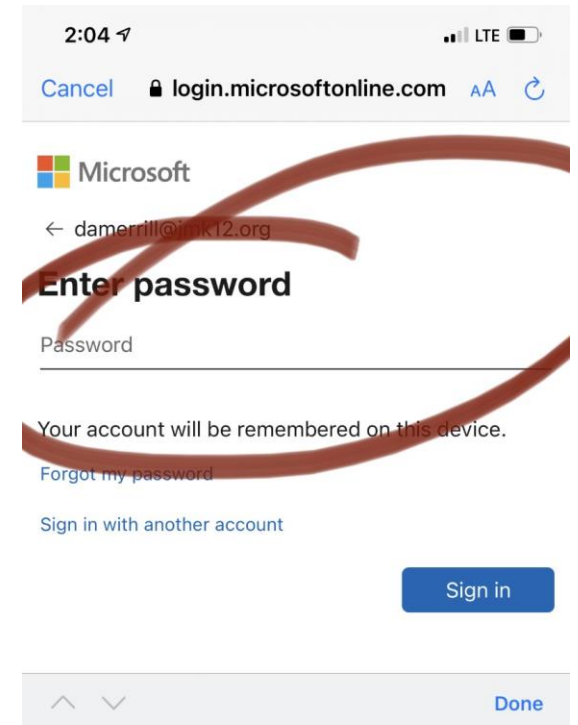


Syncing Office365 Email to a Personal Phone - iPhone Instructions con'd

Step 5: Enter your Office365 email address and change the description to School 365. Select Next.



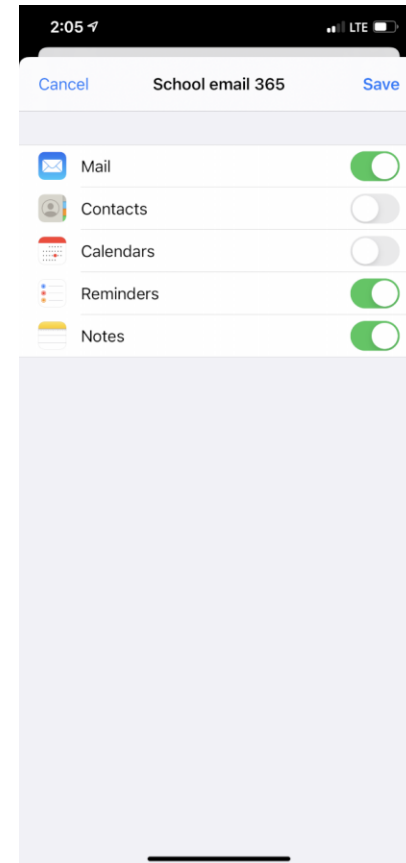
Step 6: Choose Sign-in and when a browser window opens, enter your password. Select Sign-in.



Syncing Office365 Email to a Personal Phone - iPhone Instructions con'd

Step 7: Choose what permissions you want to give to Office365. Make sure Mail is allowed (green).

Allowing calendars will populate your phone calendar with appointments from your Office365 calendar.

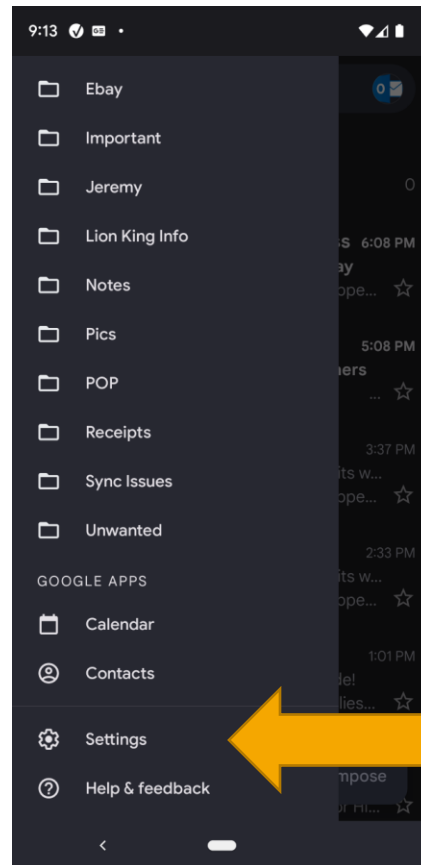


Step 8: Celebrate your success!

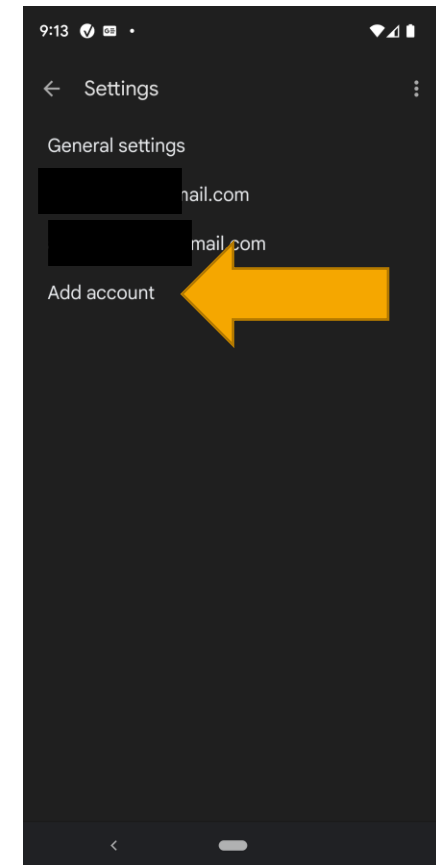


Syncing Office365 Email to a Personal Phone - Android Instructions

Step 1: Open the Settings in your Gmail or Samsung email app.

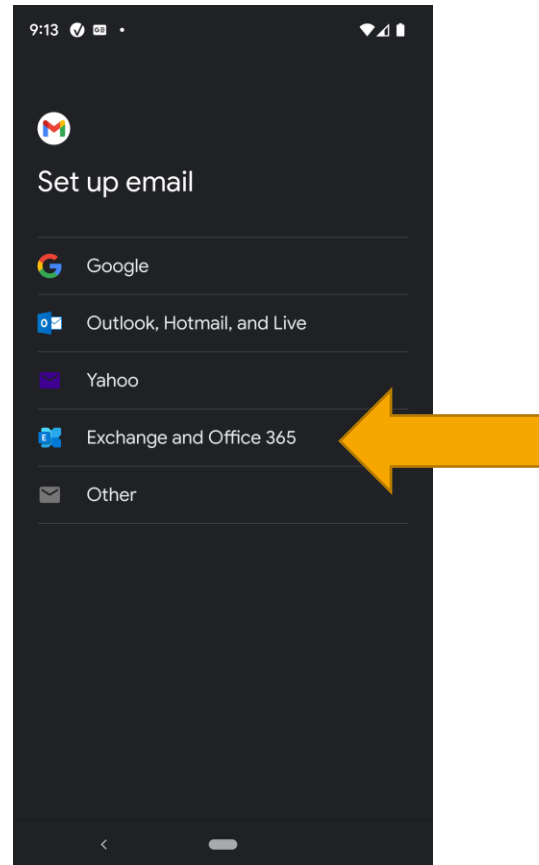


Step 2: Select Add Account.

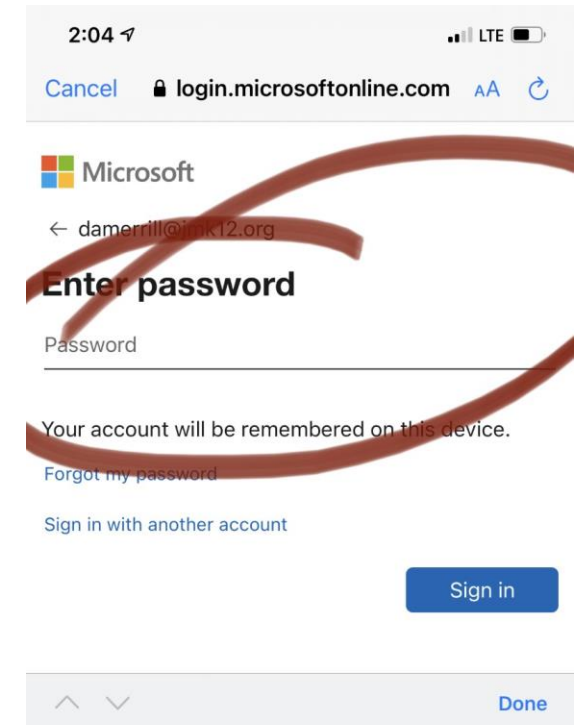


Syncing Office365 Email to a Personal Phone - Android Instructions con'd

Step 3: Select Exchange and Office 365. Then enter your Office365 email address. Select Next.

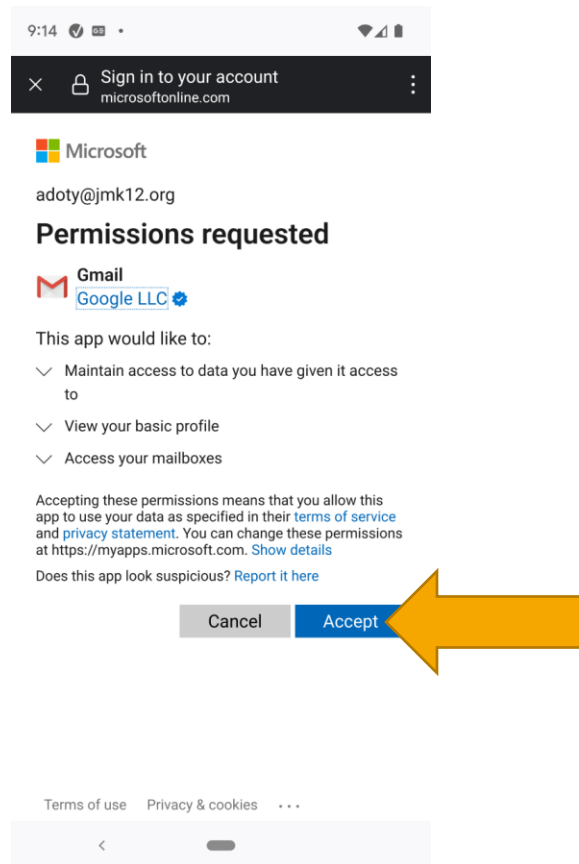


Step 4: Enter your password and select Sign in.



Syncing Office365 Email to a Personal Phone - Android Instructions con'd

Step 5: Accept the permissions requested.



Step 6:
Celebrate your success!

