Forwarding from Gmail Student Account

1. Log in to your student email account by clicking the “student Gmail” link on the right side of the Olathe student website (<http://students.olatheschools.com/>).

2. Find the settings button near the top right corner of the Gmail home screen and click “settings” in the drop down menu.

3. Go to the “Forwarding and POP/MAP” tab near the top center of the screen.

4. Click “Add a forwarding address” near the top center of the screen.

5. Type in *the email address that you check most frequently and consistently!* Then click “Next” and then “Proceed.”



6. Now log in to your frequently-checked email and click the confirmation link that should have been sent from Gmail. You will be taken to a screen that says “Confirmation success!”

7. Go back to the Gmail “Forwarding and POP/MAP” menu from the settings page in your student email account. If you never left this site, make sure you refresh the page.

8. Click on the option to “Forward a copy of incoming mail to…” and choose the options that you’d prefer from the drop down menus.



9. Make sure you click “Save Changes” at the bottom of the screen.