Forward District Gmail to District Exchange Email Account

- 1. Go to mail.google.com
- 2. Click the gear icon at the top right, and select "Settings" (Shown Below)

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3. Move to the "Forwarding and POP/IMAP" Tab, and enter the information as I did below (use your own district email address in place of mine).



- 4. Click "Save Changes" near the bottom of the screen before closing the window.
- 5. Now any email sent to your @masd.us email address will be forwarded to your @montoursville.k12.pa.us email address as well.