


Forwarding your Herricks Gmail to your Herricks OWA account

This process is easiest if you open your Herricks Gmail (herricksk12.org) and your Herricks Outlook email at the same time.

1. On your computer, login to your Herricks [Gmail](#) account. (username@herricksk12.org)
2. In the top right, click Settings .
3. Click **Settings**.
4. Click the **Forwarding and POP/IMAP** tab.
5. In the "Forwarding" section, click **Add a forwarding address**.
6. Enter the email address you want to forward messages to (your Herricks account, username @ herricks.org).
7. Click **Next > Proceed > OK**.
8. A verification message will be sent to that address. Click the verification link in that message or copy and paste the confirmation code into the verify box in the Gmail interface and click Verify.
9. Go back to the settings page for the Gmail account you want to forward messages from.
10. Select **Forward a copy of incoming mail to**.
11. Choose what you want to happen with the Gmail copy of your emails. We recommend Keep Gmail's copy in the Inbox as you have unlimited space in your Herricks Gmail account.
12. At the bottom of the page, click **Save Changes**.