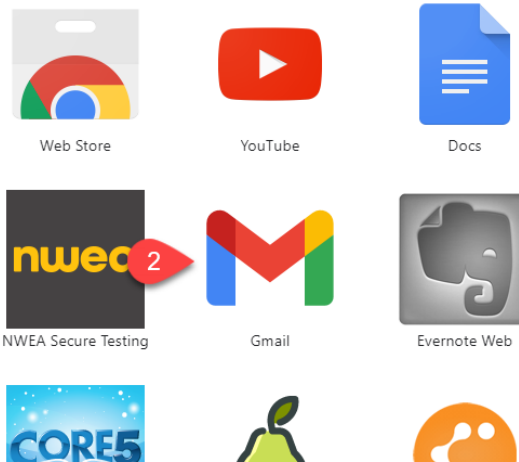


Here are the steps to forward your Wylie ISD Google Gmail to Outlook:

Open Chrome

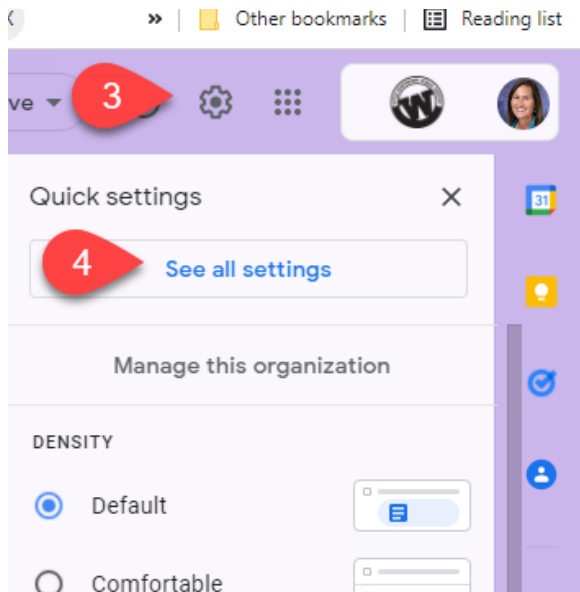
Click on Apps Launcher

Select Gmail and make sure you are sign in with your WISD Google Apps account



Click on the Settings Gear

Click on See all Settings

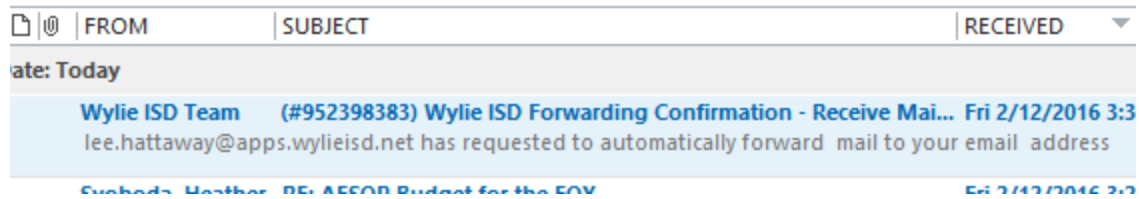


Click on Forwarding and POP/IMAP

Click on Add a Forwarding Address and enter in your Wylie ISD email address in the pop up box. Click Next; then click Proceed; then click OK



You'll need to go back to your Outlook email inbox and look for an email from the Wylie ISD Team for a forwarding confirmation



Click on the “very long link” in the middle of the confirmation email and click on Confirm

To allow [lee.hattaway@apps.wylieisd.net](mailto:lee.hattaway@apps.wylieisd.net) to automatically forward mail to your address, please click the link below to confirm the request:

[https://mail-settings.google.com/mail/ca/vf-%5BANGjdJ\\_STNBB\\_vS3lk-7Y6KxYnXmN19UzeQioMGmtMFSzmxBnxtJSUQ\\_rA6jUHsPh8TeJM0Qx5Hm60LU5GgFNI-RgZrvhQ5QdxcFu2hpgg%5D-d\\_Hspg3DWT-J0XbuMGD56NHGofI](https://mail-settings.google.com/mail/ca/vf-%5BANGjdJ_STNBB_vS3lk-7Y6KxYnXmN19UzeQioMGmtMFSzmxBnxtJSUQ_rA6jUHsPh8TeJM0Qx5Hm60LU5GgFNI-RgZrvhQ5QdxcFu2hpgg%5D-d_Hspg3DWT-J0XbuMGD56NHGofI)

If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, you can send the confirmation code

You must go back to your Gmail settings and click on the radio button next to “Forward...” as it defaults to “disable forwarding”. Then click Save Changes

