

Syncing Outlook and Gmail Email Accounts

In this district, every staff member has two email accounts -- Outlook (medford.k12.or.us) and Gmail (msd549c.org). Rather than trying to keep up checking both accounts, you can sync the two so your district Gmail gets forwarded to your district Outlook.

Here's how:

1. Sign into Google (first.last@msd549c.org)
2. Select Mail
3. Click on the gear
4. Choose Settings
5. Choose Forwarding and POP/IMAP
6. Designate your Outlook account (first.last@medford.k12.or.us) as where you'd like your Google mail forwarded to

Pics below:

