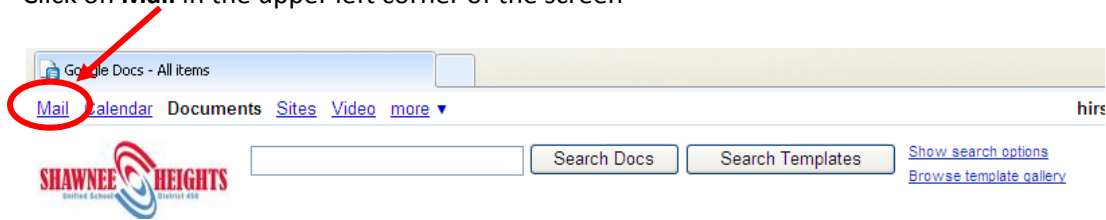
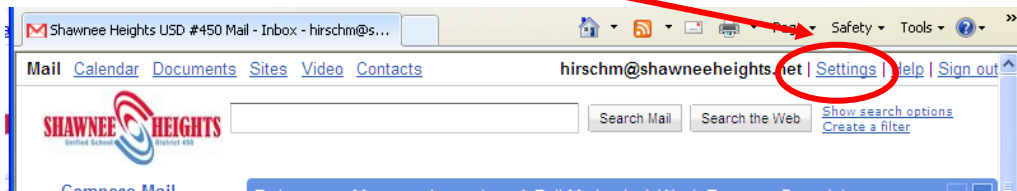


Forwarding Google Mail to Outlook on your Computer

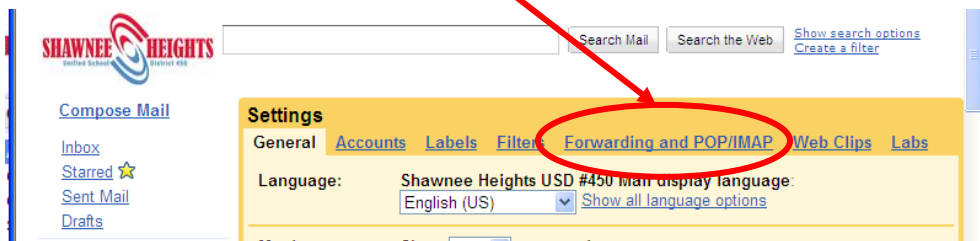
1. Open up Google Docs: <http://docs.google.com/a/shawneeheights.net> . Username: (last name first initial)
Password: (Original password, Ex. xc3qm9)
2. Click on **Mail** in the upper left corner of the screen



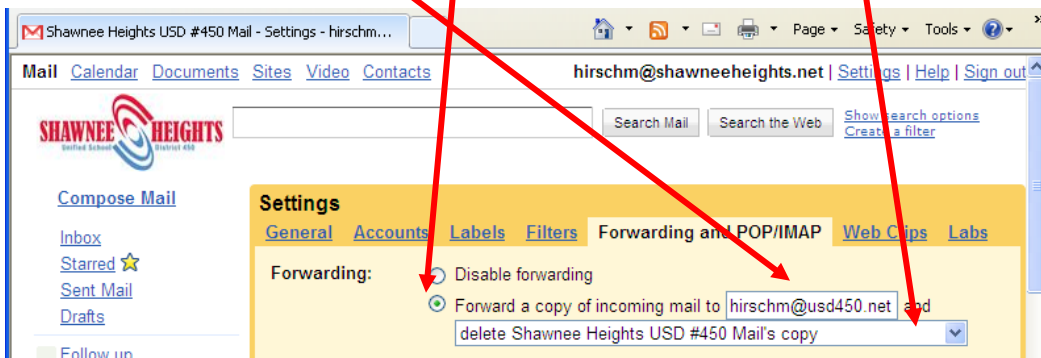
3. A new window will open, Click on **Settings** in the upper right hand corner.



4. In the yellow bar, Click on the **Forwarding and POP/IMPA** tab.



5. Where it says **Forwarding**, click the radio button (dot) beside **Forward a copy of incoming mail to** (type in your **Outlook email address**), then click and select **delete Shawnee Heights USD#450 Mails copy** in the window shown.



6. Scroll to the bottom of the window and click on **Save Changes**.

