

Setting Up Email Forwarding

from GulfCoSchools.com to Gulf.k12.fl.us

Follow these simple steps to ensure all your emails from **gulfcoschools.com** are forwarded to your **gulf.k12.fl.us** email.

Step 1: Sign in to Gmail

 Go to [Gmail](#) and **log in** with your **gulfcoschools.com** email credentials.

Step 2: Open Settings

1. Click on the **gear icon** () in the top-right corner.
 2. Select "**See all settings**" from the dropdown menu.
 3. Navigate to the "**Forwarding and POP/IMAP**" tab.
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Step 3: Add Forwarding Address

1. Click "**Add a forwarding address.**"
 2. Enter your **gulf.k12.fl.us** email address.
 3. Click "**Next**" and then "**Proceed.**"
 4. A confirmation email will be sent to your **gulf.k12.fl.us** inbox.
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Step 4: Verify Forwarding Address

1. Open your **gulf.k12.fl.us** email.
 2. Find the confirmation email from Google.
 3. Click the **verification link** inside the email.
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Step 5: Enable Forwarding

1. Return to **Gmail Settings > Forwarding and POP/IMAP**.
 2. Select "**Forward a copy of incoming mail to [username@gulf.k12.fl.us].**"
 3. Choose what to do with the original email:
 - **Keep Gmail's copy in the inbox**
 4. Click "**Save Changes.**"
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Step 6: Test the Forwarding

1. Send a test email to your **gulfcoschools.com** address.
 2. Check if it appears in your **gulf.k12.fl.us** inbox.
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Step 7: Inform Your Constituents

Now that your forwarding is set up, it's time to **spread the word!**

- Ask colleagues, parents, and stakeholders to send emails to your gulfcoschools.com address moving forward.**
 - Notify relevant contacts (vendors, partners, etc.) to use your **gulfcoschools.com** email.
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You're all set!

Now, all your emails will be forwarded seamlessly!

 **Need help?** Contact us at **SUPPORT@GULF.K12.FL.US**.

By setting up email forwarding, you'll ensure **better communication** and reduce the risk of missing important emails. 