

Linking Gmail and Outlook

1. Go to Gmail and click the settings icon in the top right.



2. Click See all settings.

Quick settings



[See all settings](#)

3. Click on Forwarding and POP/IMAP.

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Addresses](#) **[Forwarding and POP/IMAP](#)** [Add-ons](#) [Meet](#) [Advanced](#) [Offline](#)

Main menu: ☒ **New view** - Use mail, Chat, Spaces, and Meet in their own streamlined view
☐ **Original view** - Use mail, Chat, Spaces, and Meet all in one view

Language: **Montoursville Area School District Mail display language:** English (US) ▾
[Change language settings for other Google products](#)
[Show all language options](#)

Phone numbers: **Default country code:** United States ▾

Maximum page size: Show 50 ▾ conversations per page

Undo Send: **Send cancellation period:** 5 ▾ seconds

Default reply behavior: ☐ Reply
☐ Reply all
[Learn more](#)

4. Click Add a forwarding address.

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Addresses](#) **[Forwarding and POP/IMAP](#)** [Add-ons](#) [Meet](#) [Advanced](#) [Offline](#)

Forwarding: [Learn more](#)
Add a forwarding address

Tip: You can also forward only some of your mail by [creating a filter](#)!

POP download: [Learn more](#)
1. Status: POP is disabled
☐ Enable POP for all mail
☐ Enable POP for mail that arrives from now on

2. When messages are accessed with POP keep Montoursville Area School District Mail's copy in the Inbox ▾

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP access:
(access Montoursville Area School District Mail from other clients using IMAP)
[Learn more](#)

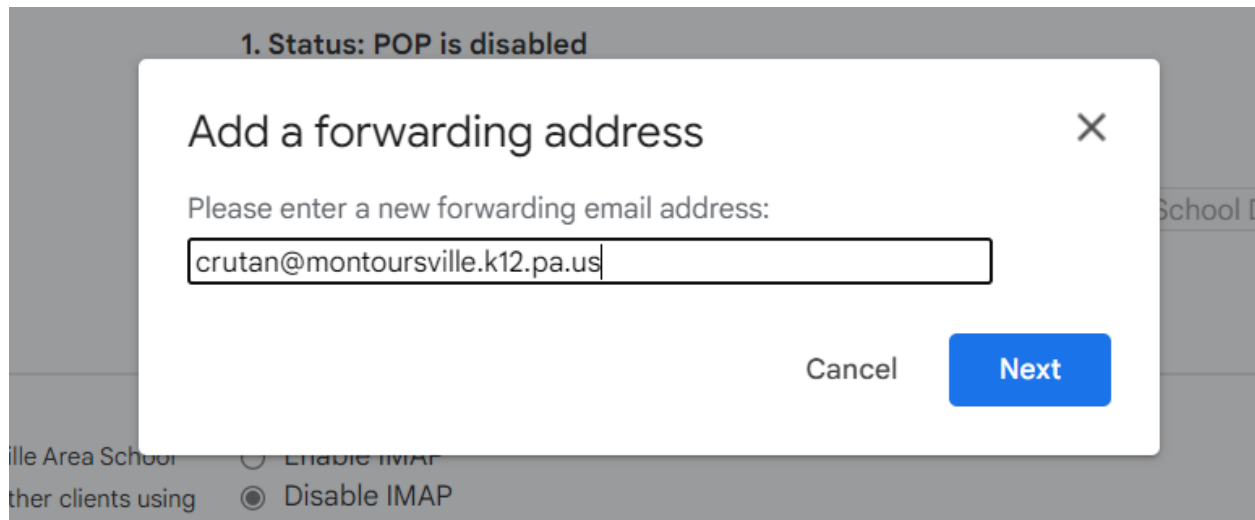
Status: IMAP is disabled
☐ Enable IMAP
☒ Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

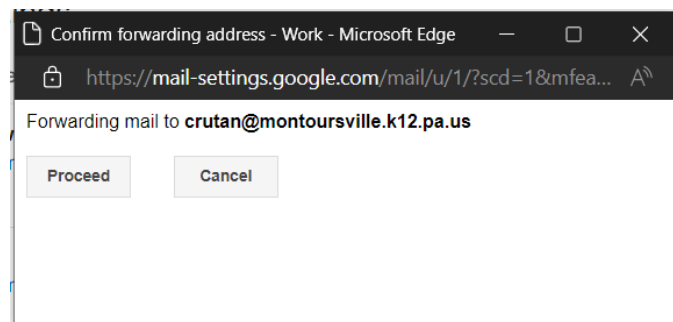
Save Changes

Cancel

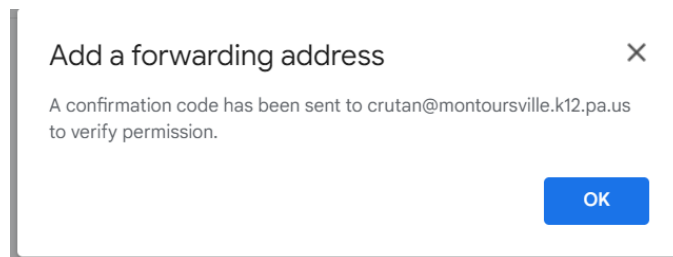
5. Enter your @montoursville.k12.pa.us email and click Next.



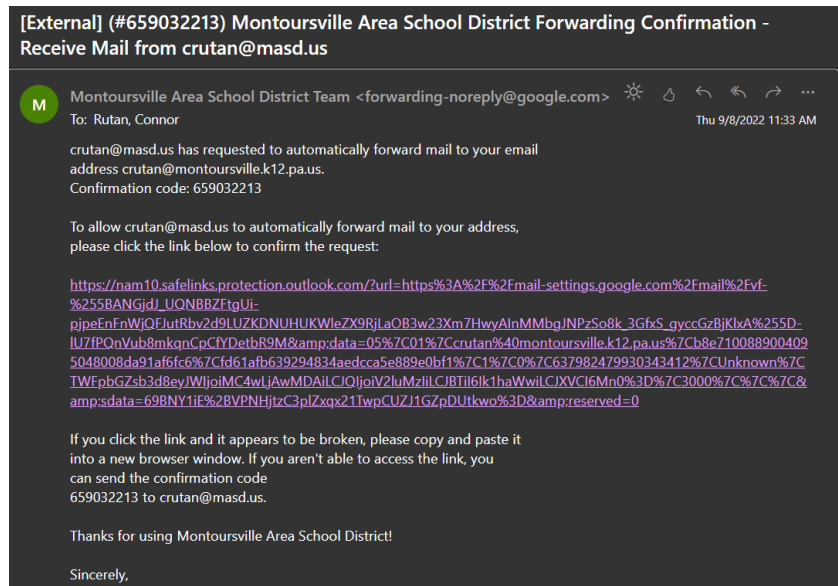
6. A window will open, click proceed.



7. The window below should appear, click OK.



8. Go to your Outlook and click the link in the confirmation email.



9. That will open the window below, click confirm.

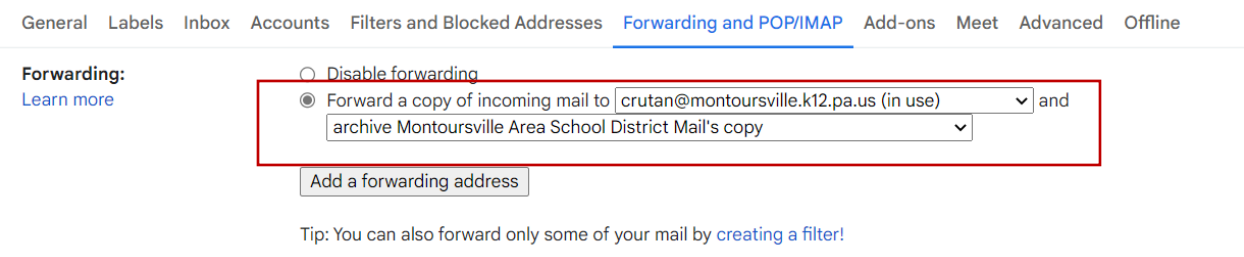


Please confirm forwarding mail of crutan@masd.us to **crutan@montoursville.k12.pa.us**.

Confirm

10. Go back to your Gmail settings, and confirm that the circle next to forward a copy of incoming mail is filled in. You can choose any of the options in the box below that depending on your preference (Keep in inbox, mark as read, delete, or archive).

Settings



11. Make sure to click Save changes at the bottom before leaving the page!