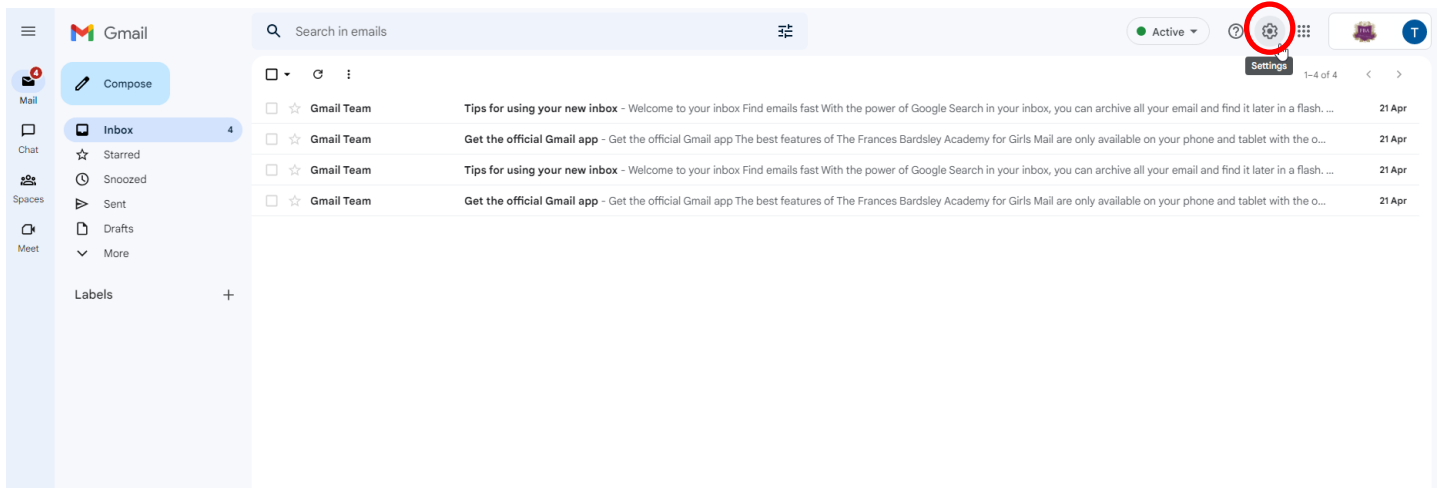# Setting up mail forwarding from Google to Outlook

Firstly navigate to mail.google.com and (if you are not already) proceed to log in. Your google login info will be as follows: **USO username (username.311)** followed by **@"your schools google domain"**. The password will be your **USO Password**. A list of all schools google domains is at the end of this guide!
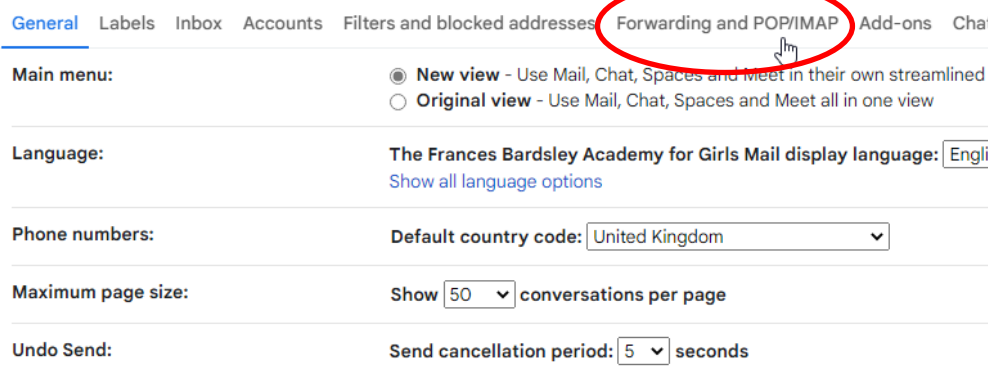

Once you are in your mailbox, navigate to the **settings cog in the top right** of the window.
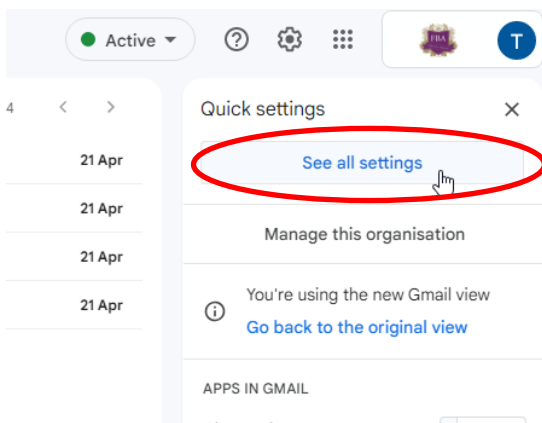
An options pane will appear on the right hand side of the screen. Proceed to select the **"See all settings"** button at the top of the pane
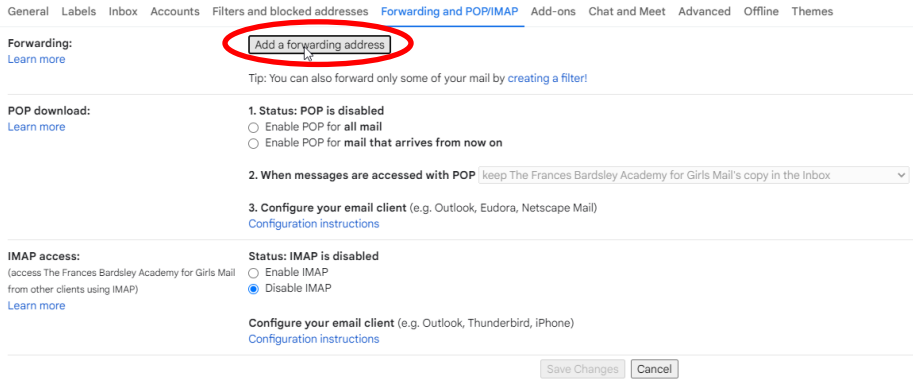

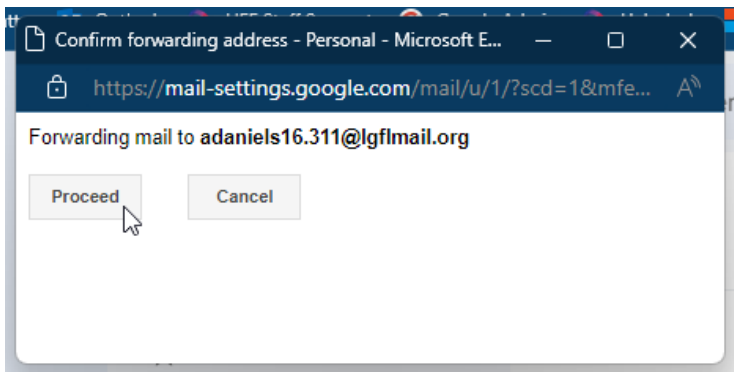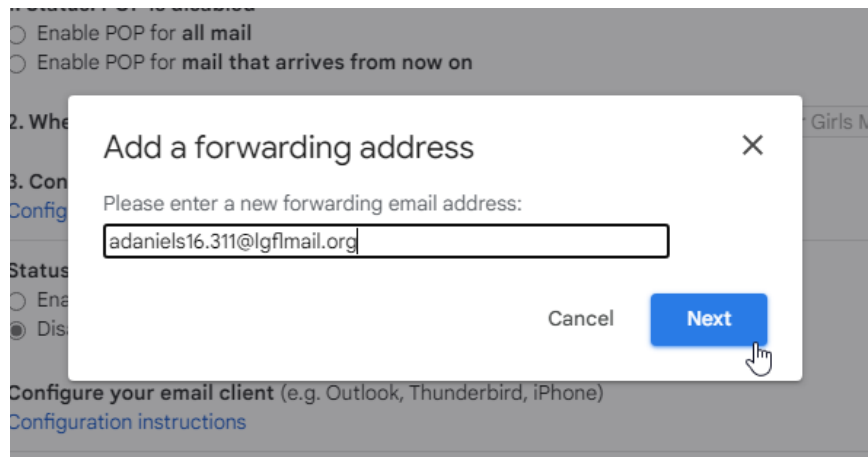From the tabs at the top of the page select the **"Forwarding and POP/IMAP"** option.

From the forwarding section, select the **"Add a forwarding address"** button

Proceed to enter the email you want to forward to. **In most cases this is your LGfL account**. For the rural primaries **that do not use LGfL, input your school email** - i.e "your email"@roxwell.essex.sch.uk for Roxwell

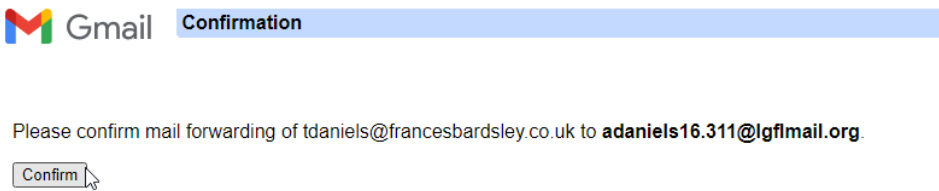
Click **"Proceed"** in the confirmation popup.

A message will appear prompting you to go to your email to verify the setting.
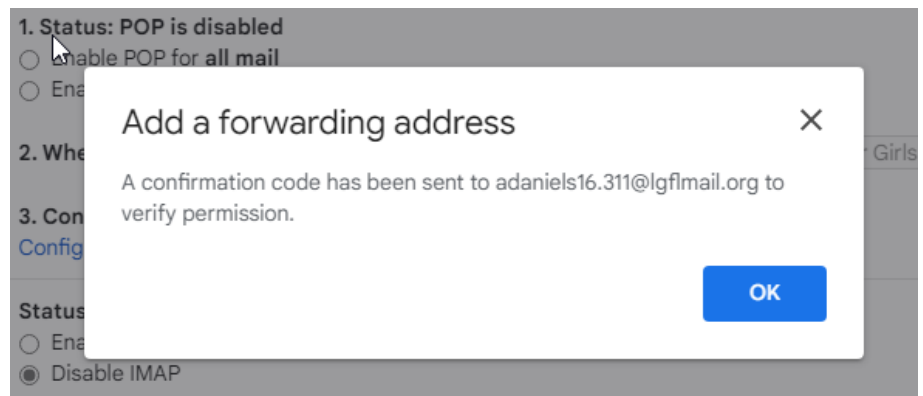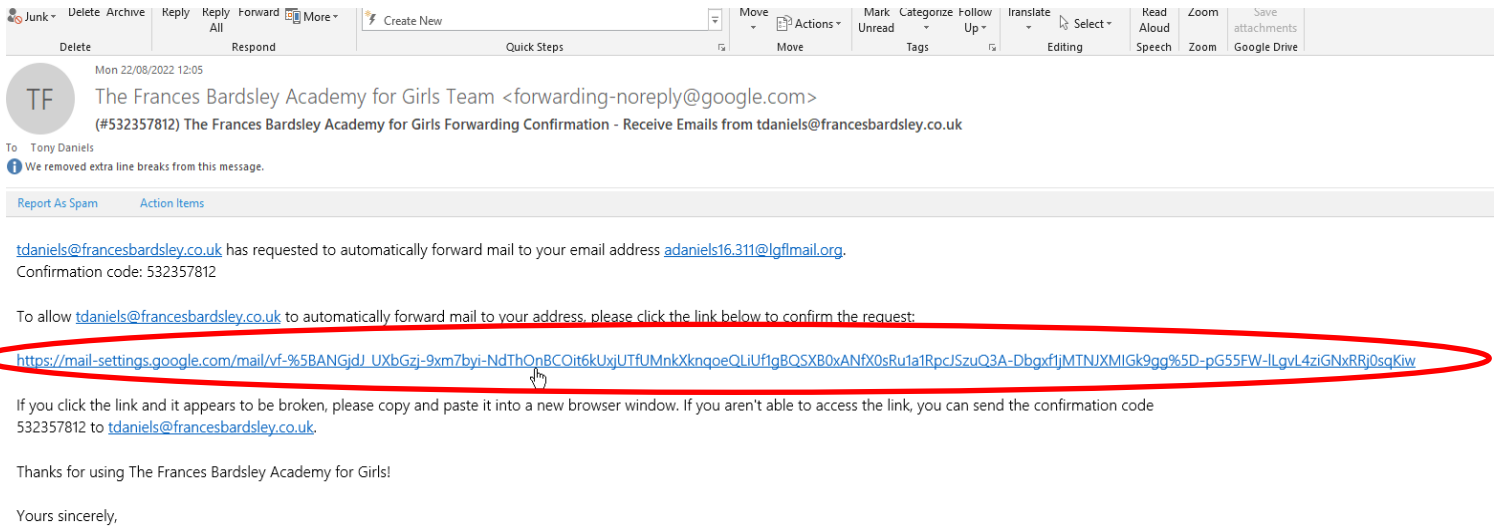
The email will appear something like this, **select the link to verify the settings**.

If the link does not work copy the confirmation code and head back to the Forwarding settings page on Gmail.

If the link worked the following confirmation window will appear. All you have to do is click **"confirm"**.

If the link does not work copy the confirmation code and **paste the code in the box and click "Verify"**.

After verifying, head back to the forwarding rules one more time. Select the **"forward a copy to 'your email'"** option and then from the dropdown select the **"delete 'your schools copy'"** and then hit save at the bottom of the page.

Now you're all set to go!

Table of Google Domains

School	Google Domain
Frances Bardsley	@francesbardsley.co.uk
Benhurst	@benhurstprimaryschool.co.uk
The Bridge	@bridge-romford.co.uk
Dame Tipping	@dametipping.co.uk
Roxwell	@roxwellschool.co.uk
Ford End	@fordendschool.com
Margaretting	@margaretting.essex.sch.uk