You have a GLPS Gmail account!

GLPS provides older students with a Gmail account.

To access your Gmail account, visit: **https://accounts.google.com/**

Username is first initial, last initial, and student ID number.
Example: If John Ellsworth was a student with an ID number of 861976, his username would be je861976.

➔**Your <u>email address</u> is your username + @GLcomets.net**
Continued Example: je861976@GLcomets.net

➔Your **password** is the 6-letter password you use to get on a school computer.

You can forward your GLPS Gmail!

1. Open the Gmail account that you want to forward from (your GLPS Gmail account in this case).
2. Click the gear in the top right.
3. Select **Settings**.
4. Select the **Forwarding and POP/IMAP** tab.

General   Labels   Inbox   Accounts and Import   Filters   Forwarding and POP/IMAP

5. Click **Add a forwarding address** in the "Forwarding" section.
6. Enter the email address you want to forward to.
7. For your security, we'll send a verification email to that address. Open your other email account and find the confirmation message from the Gmail team. If you're having trouble finding it, check your Spam folder.
8. Click the verification link in that email.
9. Back in your Gmail account, reload the page in your web browser - look for the reload icon.
10. On the same **Forwarding and POP/IMAP** page in Settings, check that **Forward a copy of incoming mail** is selected and your email address is in the drop-down menu.
11. In the second drop-down menu, choose what you want Gmail to do with your messages after they're forwarded, such as **keep Gmail's copy in the Inbox** (recommended) or **archive Gmail's copy**.
12. Click **Save Changes** at the bottom of the page.

Forwarding instructions from https://support.google.com/mail/answer/10957 .