

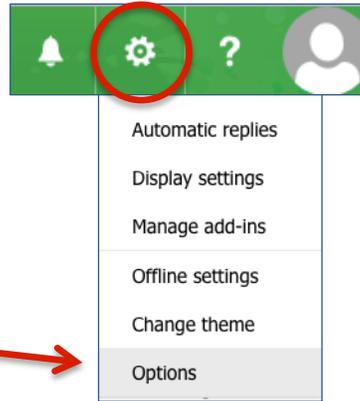
Redirecting Outlook Email to Google Gmail

If you are currently forwarding Gmail to Outlook, you will need to disable the setting before proceeding.

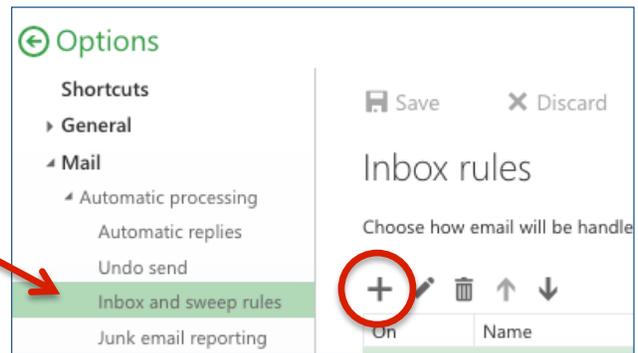
Login to OWA (Outlook) at <https://mail.lvjUSD.k12.ca.us>

Set up the Inbox Redirecting Rule

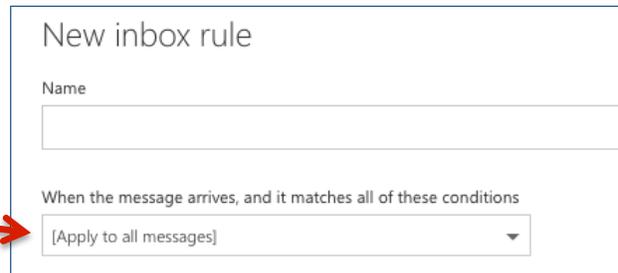
- Click on the settings gear in the top right
- Choose **Options**



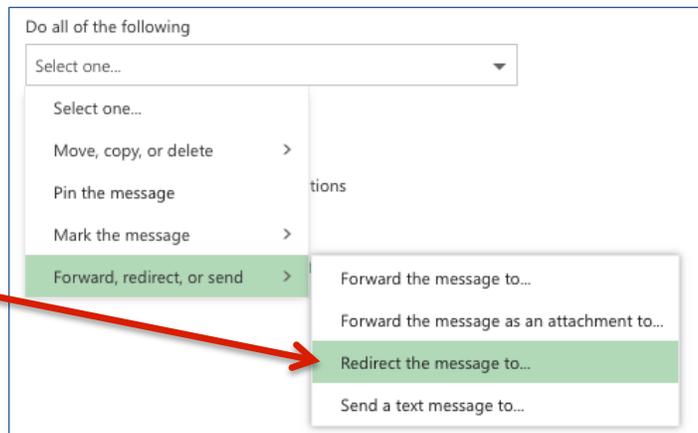
- Click on **Mail**
Choose **Inbox and sweep rules**
- Click on **+** to create the new rule.



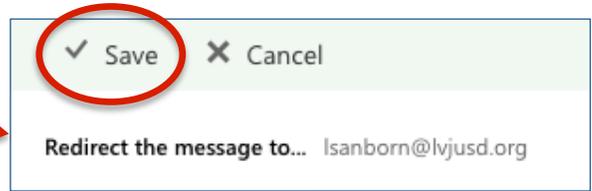
- Under "When message arrives, and it matches all of these conditions"
Choose **(Apply to all messages)**



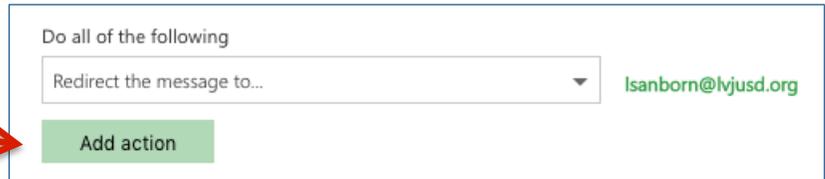
- Under "Do all of the following"
Go to "Forward, redirect, or send"
Click on **"Redirect the message to..."**



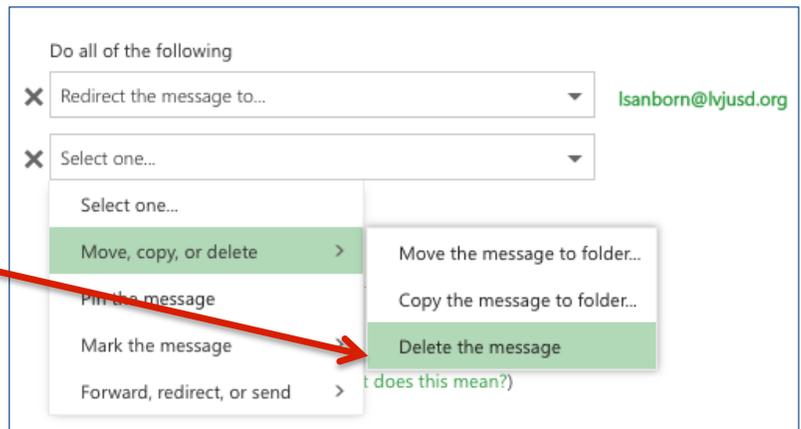
- Type your **lvjUSD.org email address** after
"Redirect the message to..."
Click Save at the top



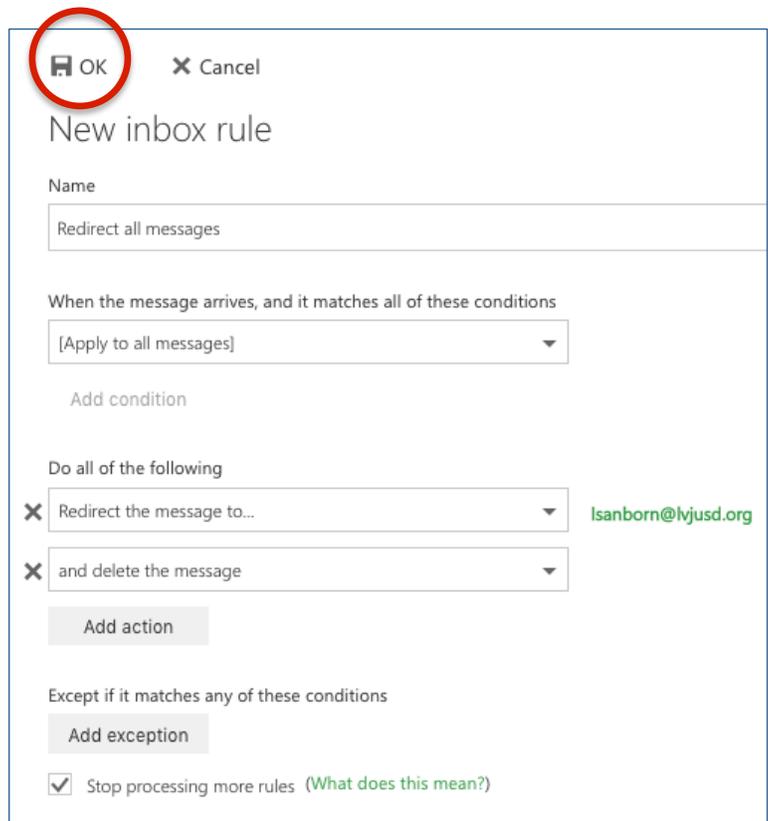
- Click on **Add action**



- Under "Select one..."
Go to "Move, copy or delete"
Click on "**Delete the message**"



- Click **OK** at the top to save this rule.



The Redirecting Rule should look like this:

Your Outlook email will now be redirected to your Gmail.

If you need help completing these directions, submit a help desk request at <https://helpdesk.lvjUSD.k12.ca.us>