

Gmail Account

Miscellaneous Employees will not receive a Jordan District email account

- 1. Go to the new jordandistrict.org mail sign in page.
 - a. To do this, open an internet browser and type mail.jordandistrict.org in the address bar.
- 2. Once at the sign in screen you will type your username (which is your firstname.lastname) and password (lastnamemmddyyyyjsd, lastname with your 2-digit birth month, 2-digit birth day and 4-digit birth year).

One	Goog account. A		oogle
0110	Sign in to continu		008.01
	Email		Piesse enter your full email address X example@jordandsiticl.org
	Password Sign in		
	I Stay signed in	Need help?	
	Create an ac	count	
	One Google Account for e	everything Google	

- 3. Click the sign in button.
- 4. Change your password. Start by typing your original password (lastnamemmddyyyyjsd), then type your new password twice (the new password can be anything you want).

Change your password Enter a new possword for wrecommed you create a unique password - one that you dor use of only other whether. Mote: You can't reuse your old password once you change it.	Current password Don't know your password? New password Confirm new password
	Confirm new password Change Password Cancel

5. Click Submit.

You have now successfully accessed your new jordandistrict.org email inbox.

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Gmail +	C More *				1-3 of 3 < > 🔯 -
COMPOSE	Primary	2. Social	Promotions	*	
Inbox (3) Starred	🗌 🚖 🕞 Gmail Team	The best of Gmail, wherever you a	are - Hi Awesome Get the official Gmail	app The best features of Gmail are only available on your phone and	10:17 am
Important	🗌 🚖 🗇 Gmail Team	Stay more organized with Gmail's	Inbox - Hi Awesome Gmail's inbox put	you in control Inbox video Meet the inbox Gmail's inbox sorts	10:17 am
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Drafts More -					
Awesome *					
New Hangout 📞					

If you have any problems logging in to this account, please contact the IT Helpdesk at 801-567-8737.

Human Resources U

Gmail Account

How to forward your JSD emails to your personal email address. (Recommended for Hourly, MISC or Substitute employees)

- 1. Log in to your JSD email account
- 2. Click settings

Q Search mail	•	◎ 🕸 🏢
□ - C' :		
∧ Unread		
	Woohoo! You've read all the messages in your inbox.	
 Everything else 		1-

3. Click "See all settings"

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4. Click on "Forwarding and POP/IMAP" tab

Setting	S								
General	Labels	Inbox	Accounts	Filters and Blocked Addresses	Forwarding and POP/IMAP	Add-ons	Advanced	Offline	

5. Click "Add a forwarding address"





6. Type in your personal email address and click "Next"

Add a forwarding address	\times
Please enter a new forwarding email address:	
Cancel	Next

7. Double check your email address and click "Proceed"

S Confirm forwar	ding address ·	Google Chrome	_	×
■ mail-settings.google.com/mail/u/3/?scd=1&mfea=006f41fcff4				
Forwarding mail t	o newhire@	jordandistrict.org		
Proceed	Cancel			
		Forwardin	A '	

8. Click OK



- 9. Select the "Forward a copy of incoming mail to:
- 10. Use the dropdown to select your personal email address

Settings		
General Labels Inbox Acc	ounts Filters and Blocked Addresses Forwaring and POP/IMAP Add-ons Advanced Offline	
Forwarding: Learn more	Disable forwarding Forward a copy of incoming mail to newhire@jordandistrict.org (in use)	✓ and [keep Jordandistrict.org Mail's copy in the Inbox
	Add a forwarding address	



11. Click "Save Changes"

Settings	
General Labels Inbox Accounts Filter	rs and Blocked Addresses Forwarding and POP/IMAP Add-ons Advanced Offline
Forwarding: Learn more	Disable forwarding Forward a copy of incoming mail to newhire@jordandistrict.org (in use) and keep Jordandistrict.org Mail's copy in the Inbox 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 C Enable POP for all mail Enable POP for mail that arrives from now on C. When messages are accessed with POP keep Jordandistrict.org Mail's copy in the inbox Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions
IMAP access: (access Jordandistrict.org Mail from other clients using IMAP) Learn more	Status: IMAP is disabled Enable IMAP Disable IMAP Configure your email client (e.g. Outlook, Thur Yerbird, iPhone) Configuration instructions Save Changes

All of your emails that are sent to your JSD email should now be forwarded to your personal email address.