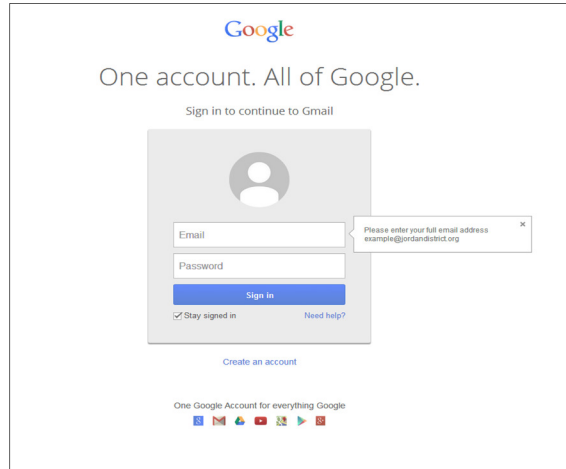


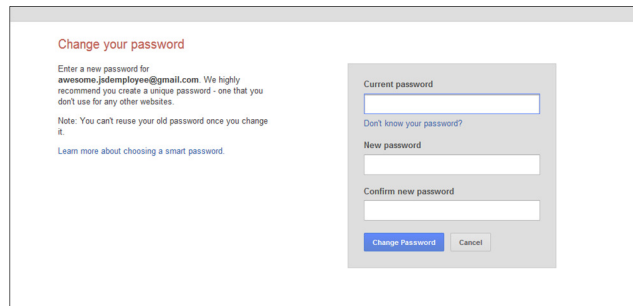
Gmail Account

Miscellaneous Employees will not receive a Jordan District email account

1. Go to the new jorlandistrict.org mail sign in page.
 - a. To do this, open an internet browser and type mail.jorlandistrict.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).

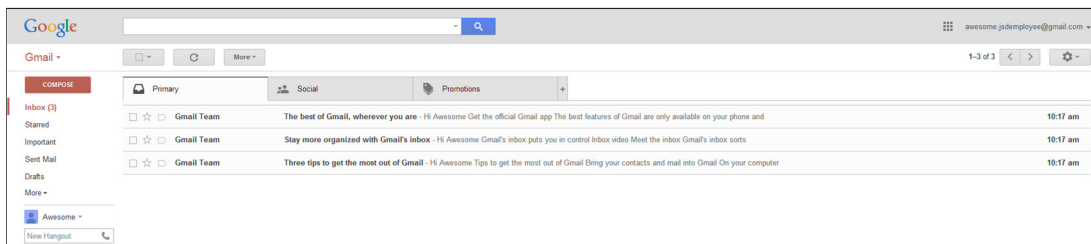


3. Click the sign in button.
4. Change your password. Start by typing your original password (lastnamemmddyyyyjsd), then type your new password twice (the new password can be anything you want).



5. Click Submit.

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

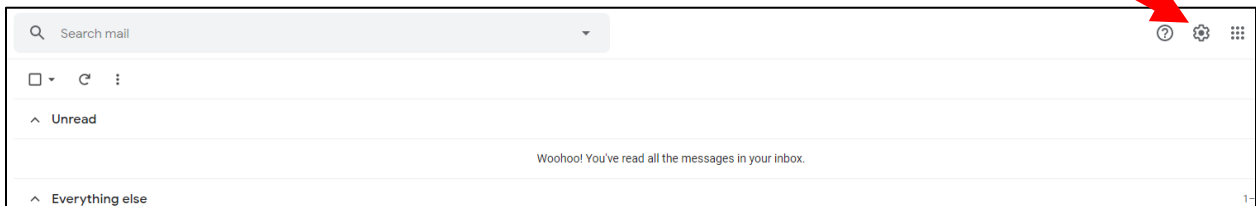


If you have any problems logging in to this account, please contact the IT Helpdesk at 801-567-8737.

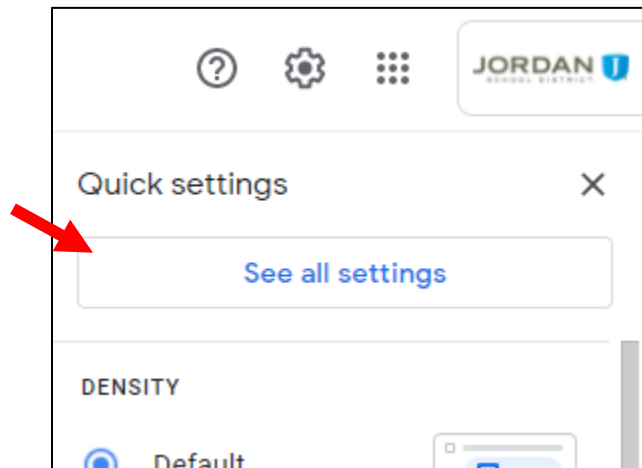
Gmail Account

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

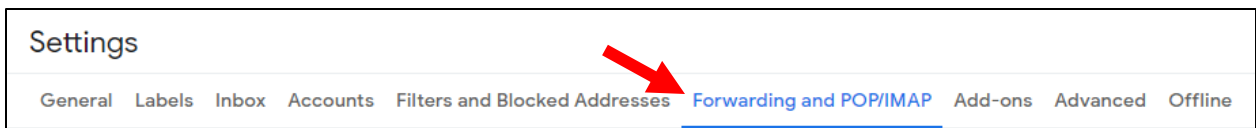
1. Log in to your JSD email account
2. Click settings



3. Click "See all settings"



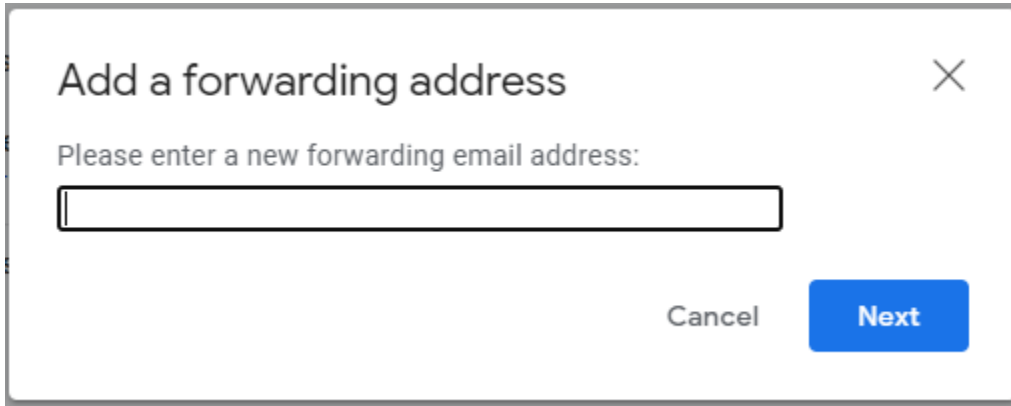
4. Click on "Forwarding and POP/IMAP" tab



5. Click "Add a forwarding address"



6. Type in your personal email address and click “Next”

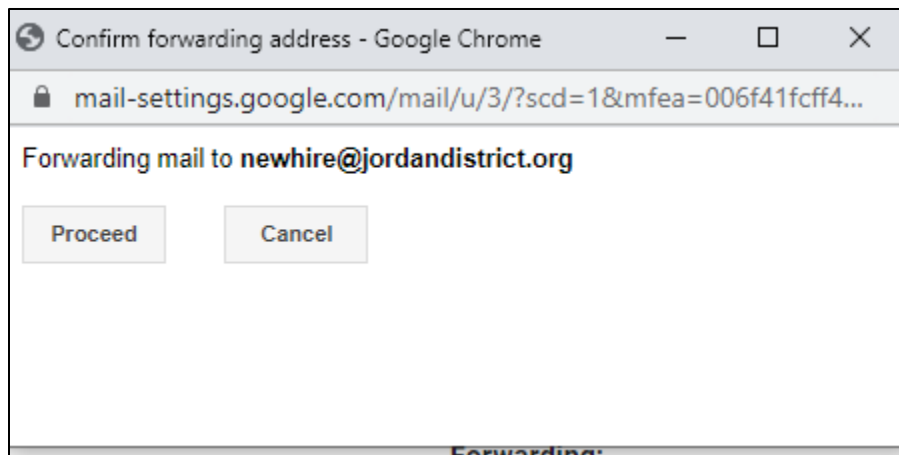


Add a forwarding address ✕

Please enter a new forwarding email address:

Cancel Next

7. Double check your email address and click “Proceed”



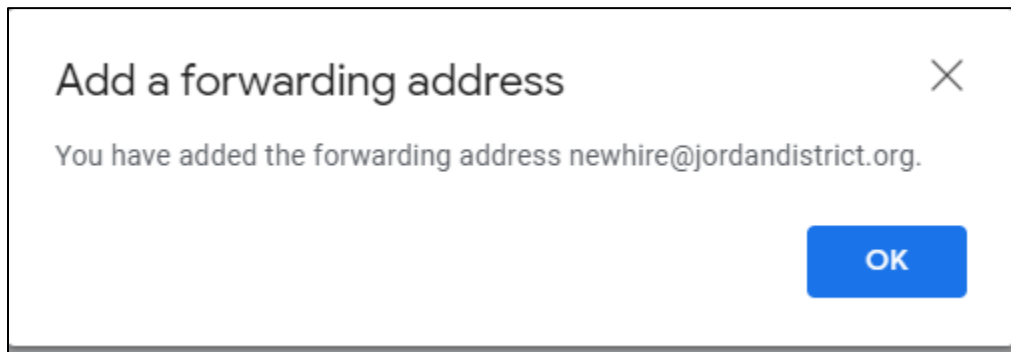
Confirm forwarding address - Google Chrome

mail-settings.google.com/mail/u/3/?scd=1&mfea=006f41fcff4...

Forwarding mail to newhire@jordandistrict.org

Proceed Cancel

8. Click OK



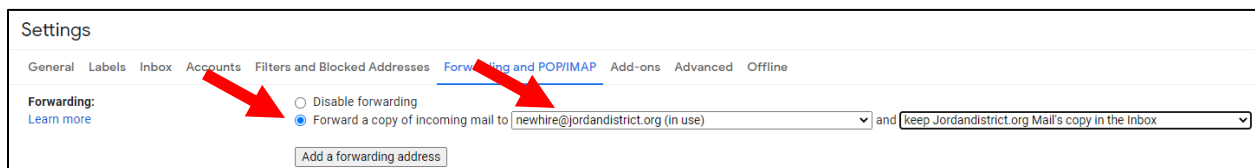
Add a forwarding address ✕

You have added the forwarding address newhire@jordandistrict.org.

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 Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Advanced Offline

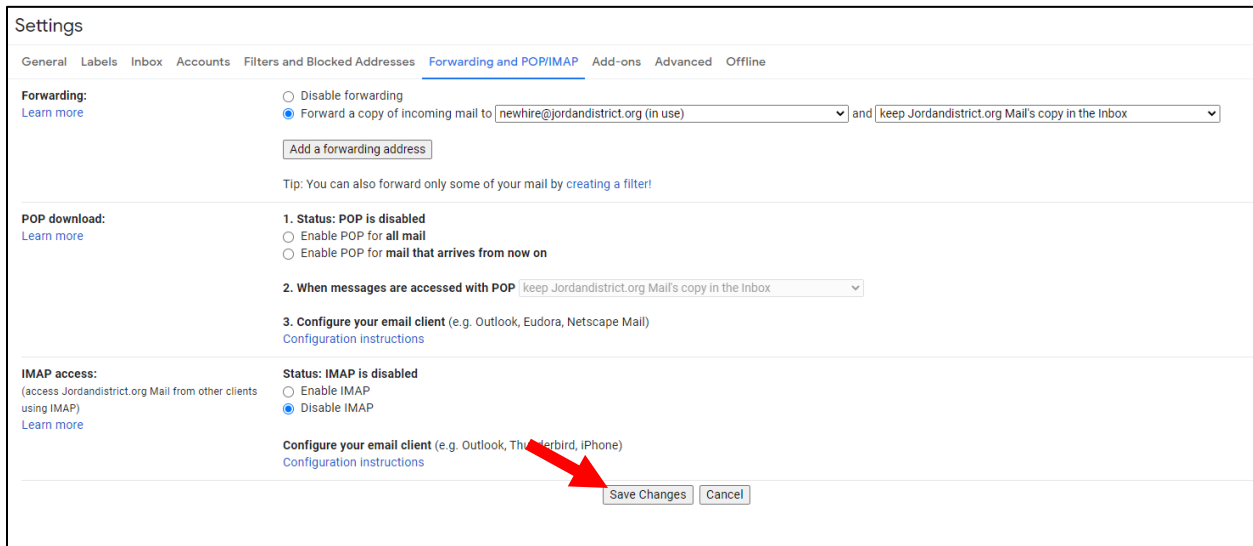
Forwarding: [Learn more](#)

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

11. Click “Save Changes”



The screenshot shows the 'Settings' page for an email account, specifically the 'Forwarding and POP/IMAP' tab. The 'Forwarding' section is active, with the option 'Forward a copy of incoming mail to' selected. The email address 'newhire@jordandistrict.org (in use)' is entered in the dropdown menu, and the option 'keep Jordandistrict.org Mail's copy in the Inbox' is selected in the second dropdown. Below this, there is a 'POP download' section with 'Status: POP is disabled' selected, and an 'IMAP access' section with 'Status: IMAP is disabled' selected. At the bottom of the page, there are two buttons: 'Save Changes' and 'Cancel'. A red arrow points to the 'Save Changes' button.

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