

Email Setup and Expectations

Goshen Community Schools

Goshen Community Schools has a need to communicate with ALL staff members at various times. Some communications may even be urgent and require your prompt attention. As such, **staff are expected to check their email on a daily basis during work hours**. Please follow the steps below to avoid missing any email communications. If you are unsuccessful, please contact your building TRC.

ONLY CHOOSE

ONE



I want to check my email in Outlook ONLY

I want to check my email in Gmail ONLY

1 Log into Gmail via <https://mail.google.com>

using your @staff.goshenschools.org account

Click on the  in the upper right-hand corner and select Settings

Click on **Forwarding and POP/IMAP** towards the top under "Settings"

DEFAULT PASSWORDS

NewUser1! or NewUser1!!

2 In the **Forwarding** section, make sure "**Forward a copy**" is selected. Your @goshenschools.org email address should be listed as the **mail to** address.

If not, click on 


and add your @goshenschools.org email address.
Click "Save Changes"

In the **Forwarding** section, make sure "**Disable Forwarding**" is selected.

Click "Save Changes"

3 Log into Outlook online via <https://portal.office.com>

Using your @goshenschools.org account

Click on the  in the upper right-hand corner

Type "forward" in the



box and click on the **forwarding** link

DEFAULT PASSWORDS

NewUser1! or NewUser1!!

4 Make sure "**Stop Forwarding**" is selected.
Click "Save"

Make sure "**Start Forwarding**" is selected. Your @staff.goshenschools.org account should be listed as the **email to** address. If not, select "**Start Forwarding**" and enter your

@staff.goshenschools.org email address.

Click "Save"

All Goshen Community Schools employees receive 2 emails accounts. GCS has utilized Microsoft technology for email and office products for over 15 years. Google, however, has become a strong player in the education market, providing excellent collaborative applications for teachers and students. Since we don't want to lose any functionality, we are choosing to continue with multiple accounts for the time being.