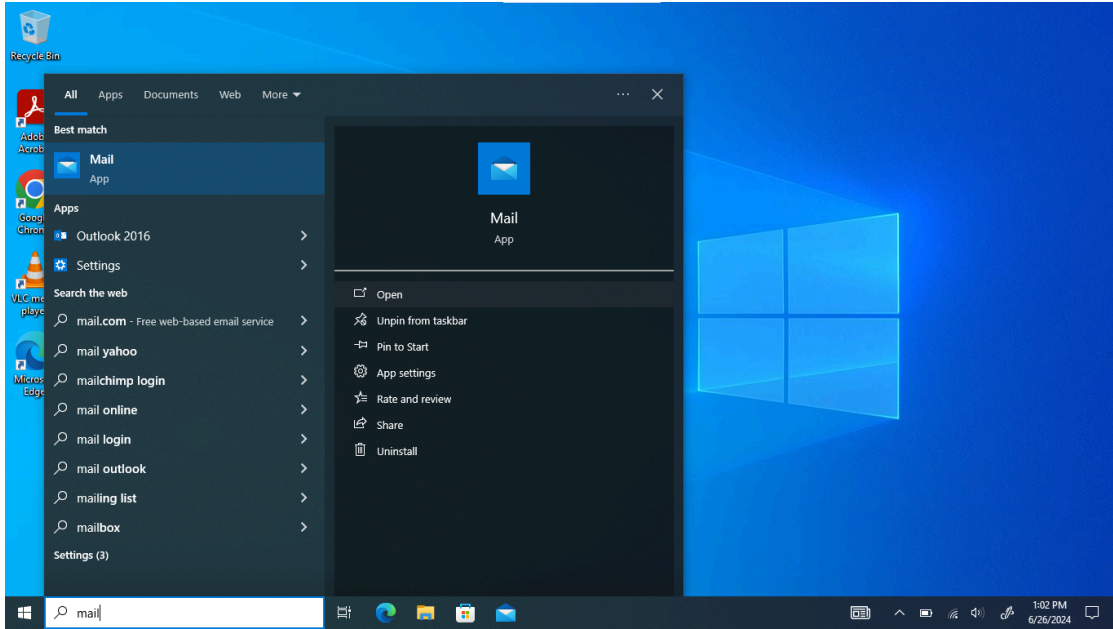
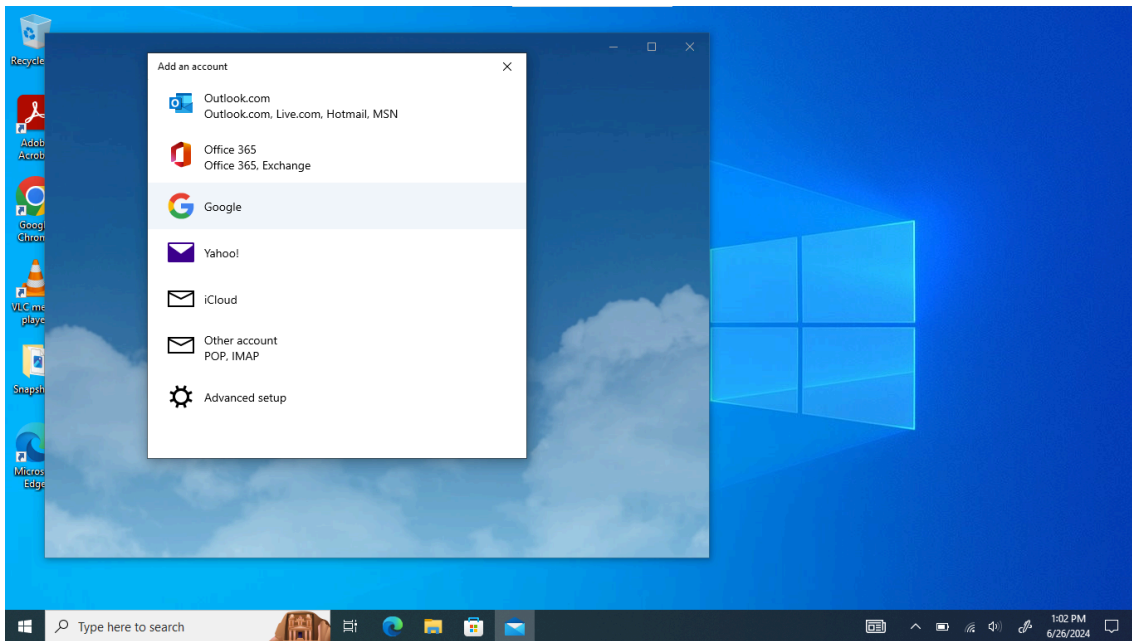


Adding Gmail to Windows

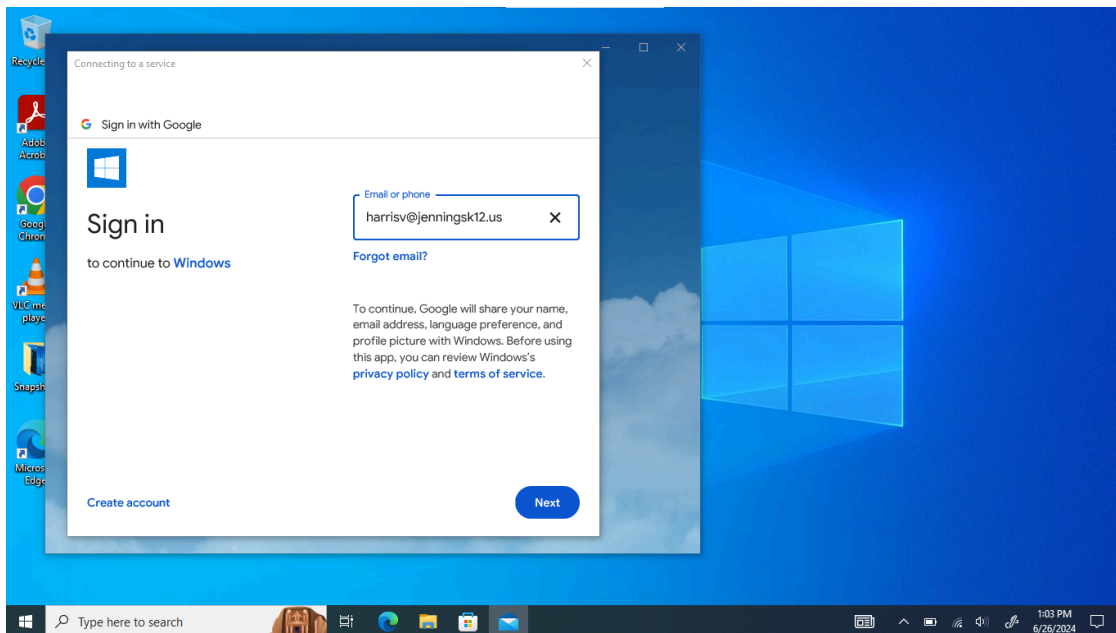
Step 1: Type "mail" in the Windows search bar and select open.



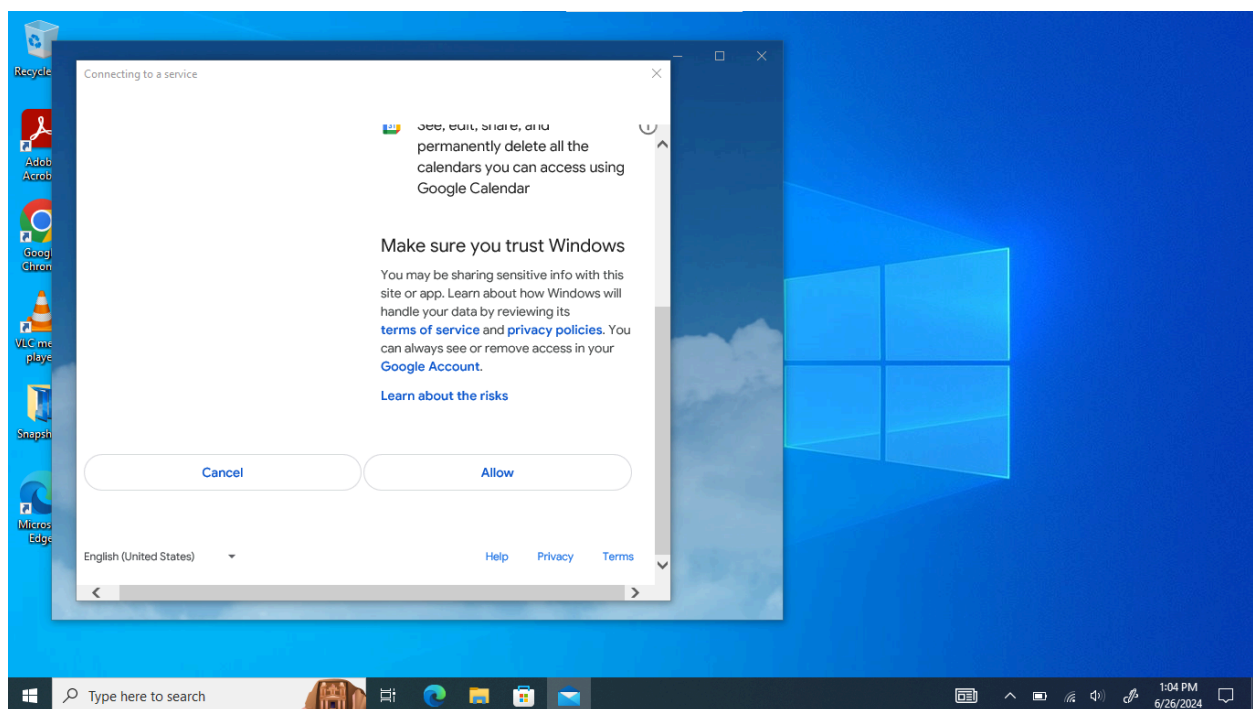
Step 2: Select the Google Icon



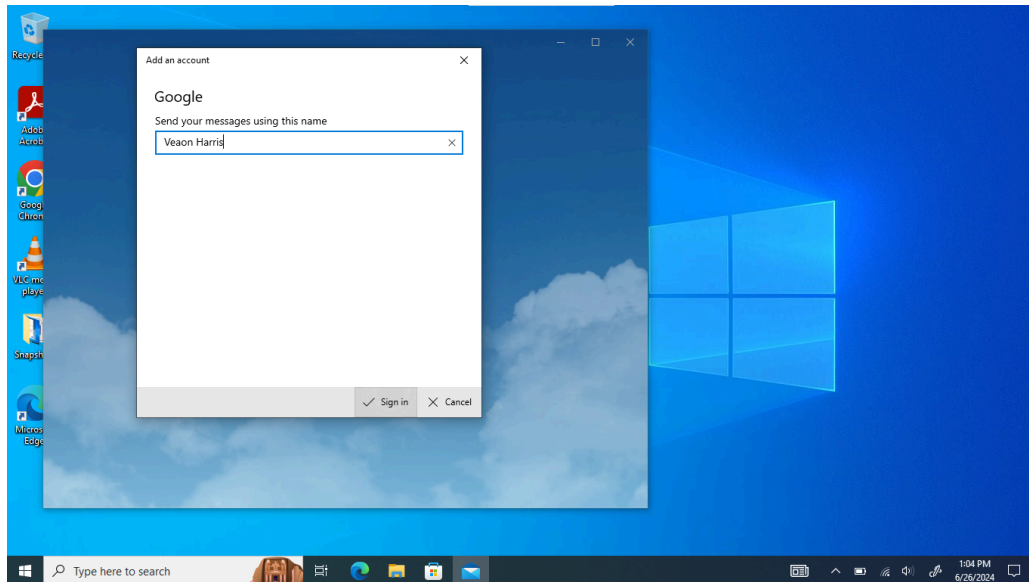
Step 3: Login using your Jennings Email address and password.



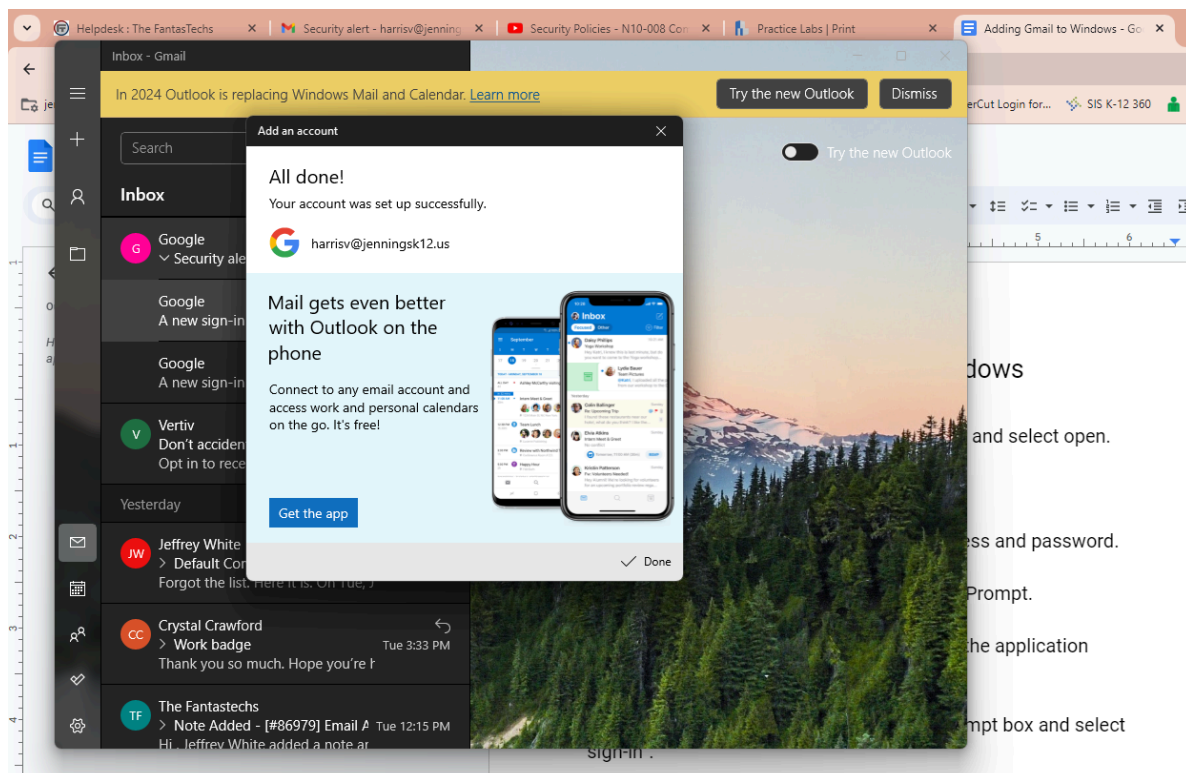
Step 4: Complete the 2-factor Authentication Prompt and select "allow".



Step 6: Enter your name for Google in the prompt box and select “sign-in”.



Step 7: Close the “add an account” window and select “dismiss” in the upper right corner.



If the following prompt appears on your computer you must select “yes”. This will allow the Windows Mail application to communicate with your district Gmail account.

