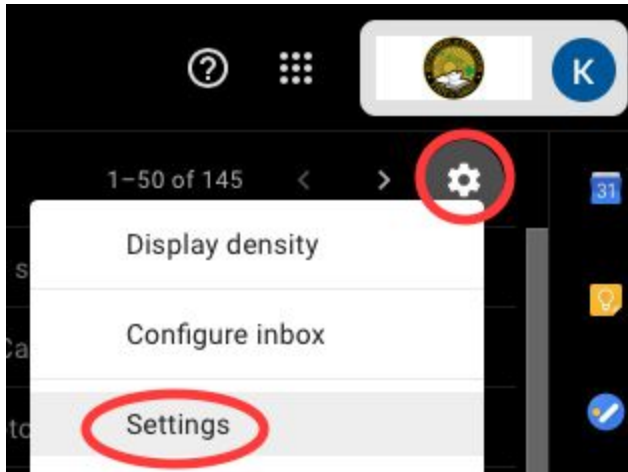
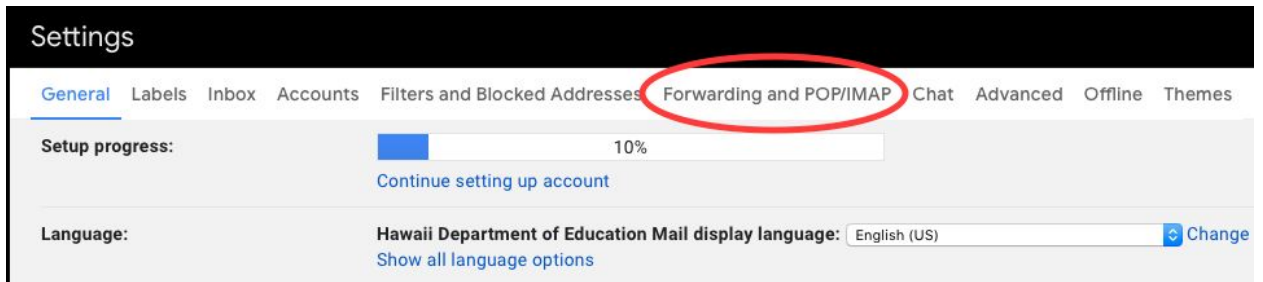


Follow these steps to forward all emails sent to your official State (@k12.hi.us) email to your Ho'okele (@hookele.k12.hi.us) address:

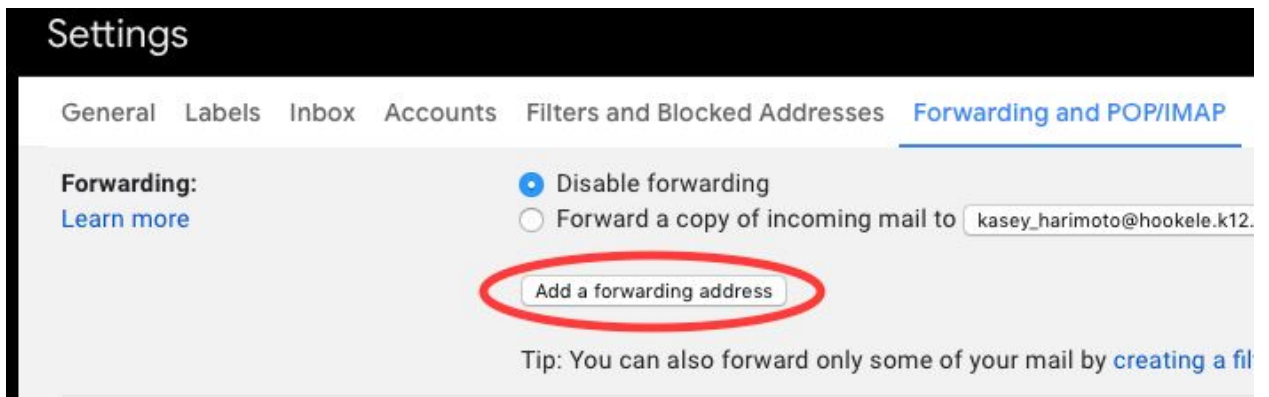
1. Log into your @k12.hi.us gmail (see [Staff Portal Guide](#) if you don't know how or have problems)
2. Click on the gear icon in the upper right corner to access your gmail settings:



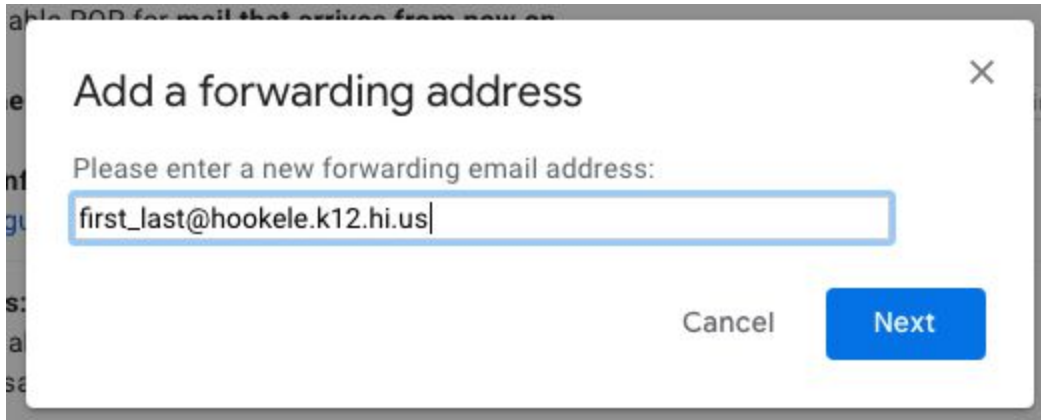
3. Select the Forwarding and POP/IMAP tab:



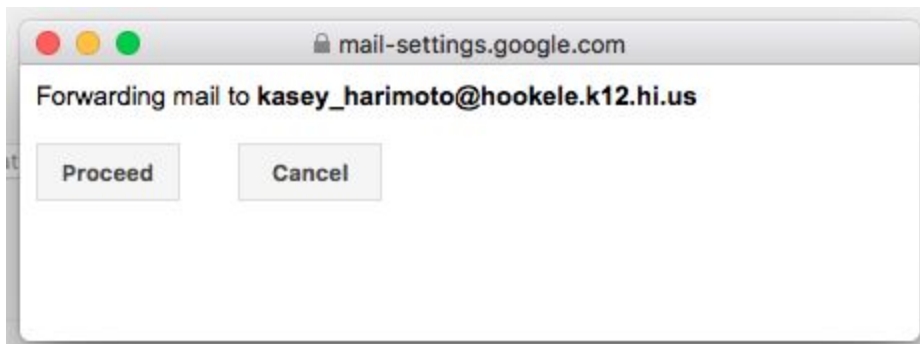
4. Click the Add a forwarding address button:



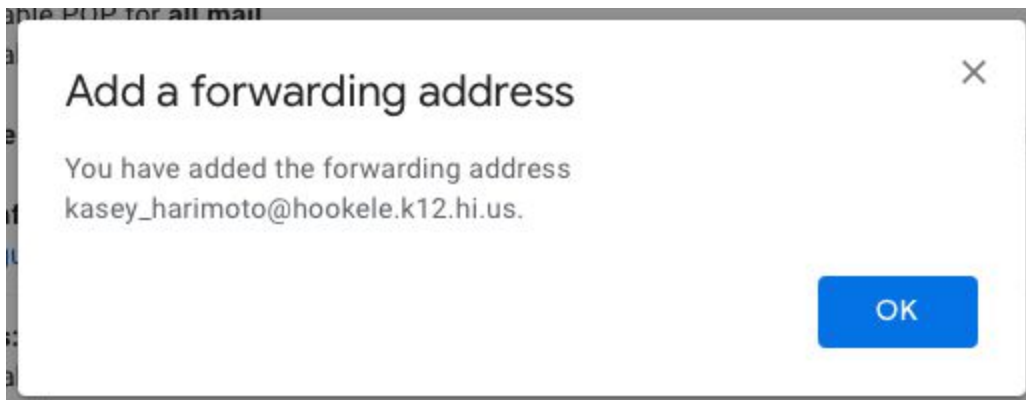
5. In the pop-up window, enter your Ho'okele gmail address and click on Next:



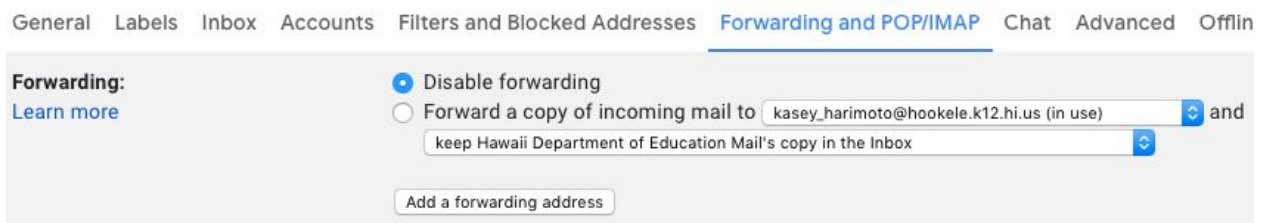
6. Another pop-up window will open. Click on Proceed:



7. You should then see the following notification. Click on OK:



8. Your settings should now look like the following:



9. Keep the default settings and select the Forward a copy option:

General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Chat Advanced Offline

Forwarding:
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to and

10. On the bottom, click on the Save Changes button:

General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Chat Advanced Offline Themes

Forwarding:
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP download:
[Learn more](#)

1. Status: POP is disabled

Enable POP for all mail

Enable POP for mail that arrives from now on

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP access:
(access Hawaii Department of Education Mail from other clients using IMAP)
[Learn more](#)

Status: IMAP is disabled

Enable IMAP

Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

11. Forwarding all emails from your State (@k12.hi.us) account to your Ho'okele (@hookele.k12.hi.us) account is now set up.