Setting up your new *masd.k12.ms.us* email account

* Access any internet browser and go to gmail.com (sign out of your current account if you are logged in)
* Log in with your new *masd.k12.ms.us* email address
	+ In most cases your address will be the first initial of your first name plus your last name @masd.k12.ms.us (*jdoe@masd.k12.ms.us*)
	+ **Password1** was used as the initial password. Accept the terms and any other Google pop up.
* After you log in for the first time, change your password!
	+ Click the **Google Account** icon in the top right of the screen, click **Google Account** in blue, click Personal Info on the left, then click Password. You will have to enter **Password1** again to verify it’s really you before you can add a new password. Your new password will have to be at least **12 characters long**. 



* Next you will merge your current district email account into your new *masd.k12.ms.us* account. You can eliminate these steps if you do not have messages you wish to pull from your current email account
	+ Open another browser and log into your current district email account (jdoe*@yazoocity.k12.ms.us* or jdoe*@humphreys.k12.ms.us)*
	+ Click the Gear icon in the top right of the screen, then click **Settings**
	+ Click **Forwarding and POP/IMAP**



* + Click **Enable POP for All Mail**
	+ Click **Enable IMAP**
	+ Click **SAVE** and close the browser
	+ Go back to or log into your *masd.k12.ms.us* account again
	+ In the *masd.k12.ms.us* account, click the Gear icon in the top right of the screen, then click **Settings**
	+ Click **Account**s, then click **Add Account** under the **Check mail from other accounts** section



* + Enter your current district email account ((jdoe*@yazoocity.k12.ms.us* or jdoe*@humphreys.k12.ms.us)*



* + In the next box, enter your ***Yazoo City*/*Humphreys* district email address** in the Username field
	+ Enter your ***Yazoo City*/*Humphreys* district email password** in the Passwordfield
	+ Enter **pop.gmail.com** in the POP Server field
	+ Select **995** in the Port field
	+ Check **Always use a secure connection (SSL)**
	+ Click **Add Account**



* + The next screen should say that you have successfully added your mail account and ask if you want to send mail from your *Yazoo City*/*Humphreys* account. Answer **no** to this question and click **Next** to take you back to the Settings screen.
	+ While still in the settings, click **Forwarding and POP/IMAP,** click **Enable POP for All Mail**, click **Enable IMAP,** and click **SAVE**
	+ Old and new messages from both of your email accounts will now come to your new *masd.k12.ms.us* inbox