

## **KCSEC Yorkville Staff E-mail**

Yorkville School District is providing all Kendall County Special Education employees Yorkville School District email addresses. They are all currently set up and you should be able to access these at this time, see Step 1 instructions below. This is a request of Yorkville School District for you to use this Yorkville District email address as your primary address at work. The district has blocked G-mail per their district practices and archiving concerns. In order to have your KCSEC g-mail forwarded to your Yorkville District email, you need to follow the Step 2 instructions. You will not be able to set your forwarding up from District computers due to the sight being blocked, so there are a few options. You could try from home or another non-district computer. You could come to the KCSEC office to have this set up here, or you could call Mark Wilson for assistance at 630-553-5833.

Step 1. Login and change your password to your Yorkville e-mail account.

1. Open Web Browser and go to the following <http://mail.yorkville.k12.il.us/>
2. Select English (should be the default) and then click GO.
3. Enter user name = first initial+last name all in one
4. Enter Password= york12
5. Click on Login
6. Once logged in click the OPTIONS in upper right hand corner to change your password. Make sure it is at least 6 characters long and uses alpha and numeric.
7. Write down your e-mail address for Yorkville (example John Doe is [john.doe@yorkville.k12.il.us](mailto:john.doe@yorkville.k12.il.us)). You will need this when setting up your G-Mail forwarder.

Step 2. Login and change your setting to forward G-mail To Yorkville Account.

1. Open web browser and go to [kcsec.org](http://kcsec.org) home page.
2. Click on G-Mail link on the lower left border.
3. Login to your e-mail account.
4. From the inbox view click on settings in the upper right hand upper corner.
5. Click on the "FORWARDING and POP/IMAP" tab at the top.
6. Next to the Forwarding section select "Forward a copy of incoming mail to" button.
7. In the box next to that enter your Yorkville e-mail address.
8. In the box below that, select keep, archive, delete a copy of your e-mail after it has been forwarded.
9. Then select save at the bottom of the screen.
10. Now from this point forward your mail will be forward to your Yorkville account.