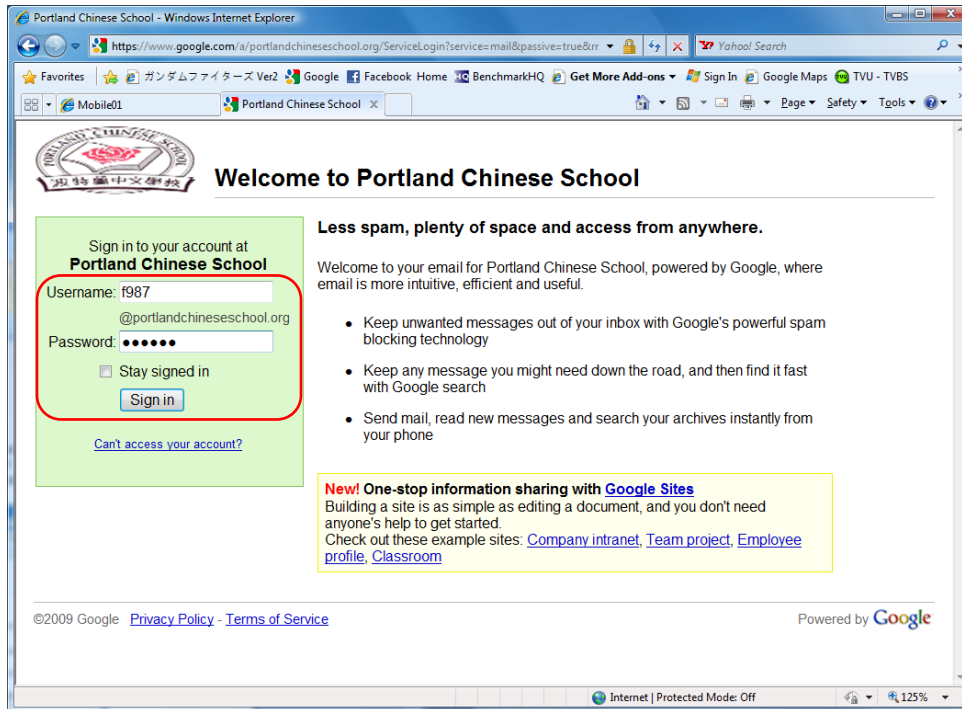


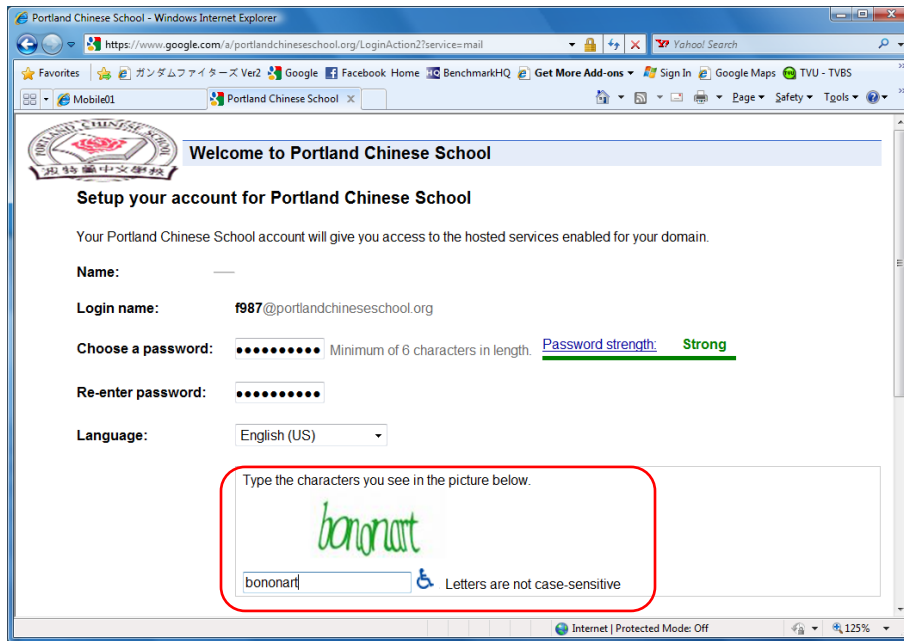
# PCS Email Login

Here's how to login to your PCS email account:

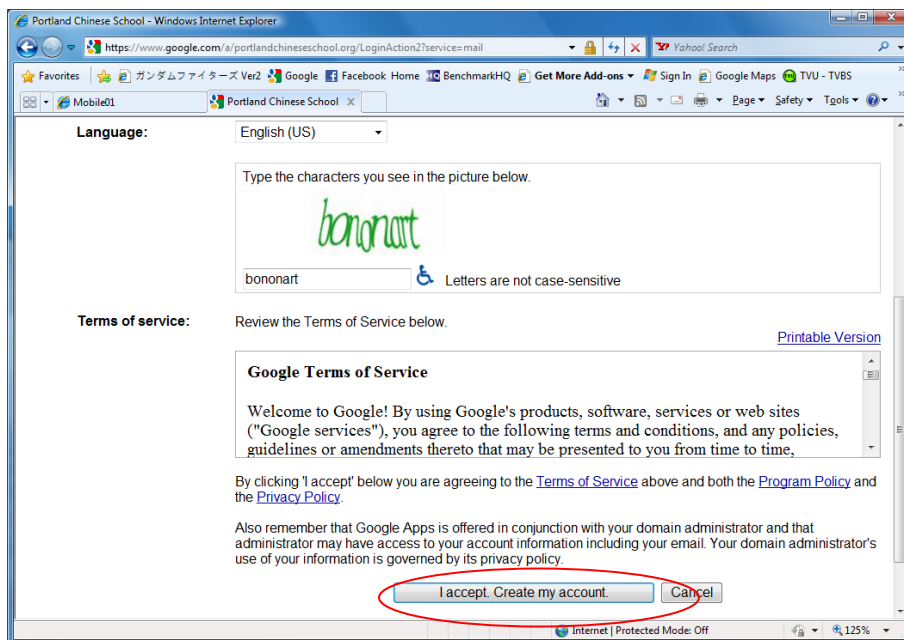
1. Go to <https://mail.google.com/a/portlandchineseschool.org/>
2. Type in your username and password and then click "sign in". For parents the user name is your family code. For example: f987. Contact [webmaster@portlandchineseschool.org](mailto:webmaster@portlandchineseschool.org) if you lost your password.



3. If you login for the first time then you will be asked to activate your account. Simply follow the instruction and type in the key. (You may also be requested to type in a new password.)



4. Scroll down and read the "Terms of service" then click "I accept. Create my account."



5. And you should be re-directed to the account home page.

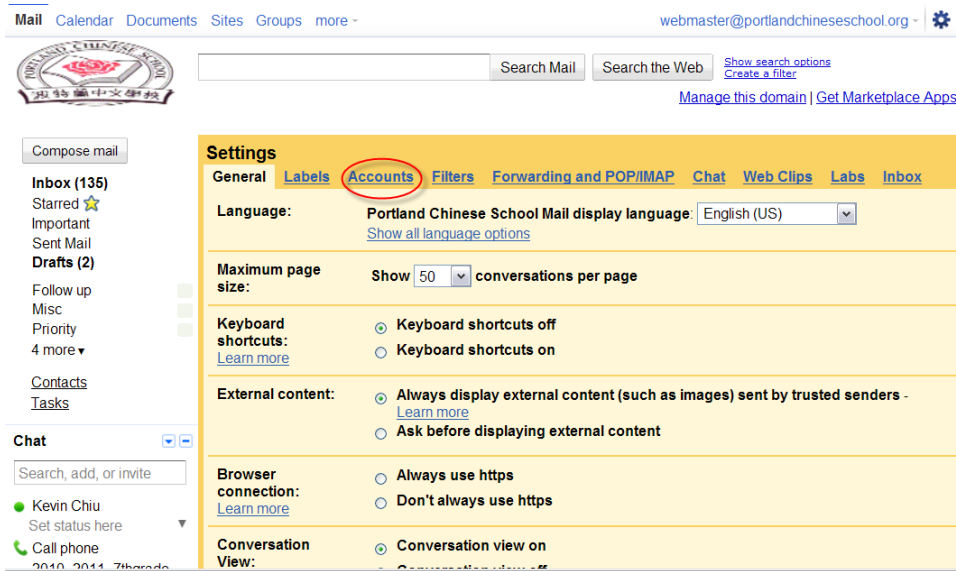
# Changing Password

Here's how to change your password:

1. Sign in to PCS mail.
2. Click [Settings](#) at the top of any Gmail page, and open the **Account** tab.



This screenshot shows the Gmail interface for the user webmaster@portlandchineseschool.org. The top navigation bar includes 'Mail', 'Calendar', 'Documents', 'Sites', 'Groups', and 'more'. The user's profile picture and name are visible. The search bar contains 'Search Mail' and 'Search the Web'. A red circle highlights the 'Mail settings' link in the top right corner. Below the search bar, there are links for 'Manage this domain' and 'Mail help'. The main content area shows an email titled 'Teaching Certificate USC - mat.usc.edu/teach - Become a Teacher. Earn a Masters ir'. The left sidebar contains navigation options like 'Compose mail', 'Inbox (135)', 'Starred', 'Important', 'Sent Mail', 'Drafts (2)', 'Follow up', 'Misc', 'Priority', '4 more', 'Contacts', and 'Tasks'. The 'Chat' section shows a search bar and a contact named Kevin Chiu.



This screenshot shows the Gmail Settings page for the user webmaster@portlandchineseschool.org. The 'Settings' page is divided into several tabs: 'General', 'Labels', 'Accounts', 'Filters', 'Forwarding and POP/IMAP', 'Chat', 'Web Clips', 'Labs', and 'Inbox'. The 'Accounts' tab is circled in red. The 'Language' section shows 'Portland Chinese School Mail display language' set to 'English (US)'. The 'Maximum page size' section shows 'Show 50 conversations per page'. The 'Keyboard shortcuts' section has 'Keyboard shortcuts off' selected. The 'External content' section has 'Always display external content (such as images) sent by trusted senders' selected. The 'Browser connection' section has 'Always use https' selected. The 'Conversation View' section has 'Conversation view on' selected.

3. Click “Change Password” and you will be redirected to another page. Follow the instruction to change your password.

Mail Calendar Documents Sites Groups more - webmaster@portlandchineseschool.org -

Portland Chinese School 波特蘭中文學校

Search Mail Search the Web [Show search options](#) [Create a filter](#)

[Manage this domain](#) | [Get Marketplace Apps](#)

Compose mail

Inbox (135)  
Starred ☆  
Important  
Sent Mail  
Drafts (2)  
Follow up  
Misc  
Priority  
4 more ▾

Contacts  
Tasks

Chat Search, add, or invite

### Settings

[General](#) [Labels](#) **Accounts** [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) [Labs](#) [Inbox](#)

**Change account settings:** [Google Account settings](#)  
Change your password and security options, and access other Google services.

**Send mail as:** Kevin Chiu <webmaster@portlandchineseschool.org> [edit info](#)  
(Use Portland Chinese School Mail to send from your other email addresses) [Add another email address you own](#)  
[Learn more](#)

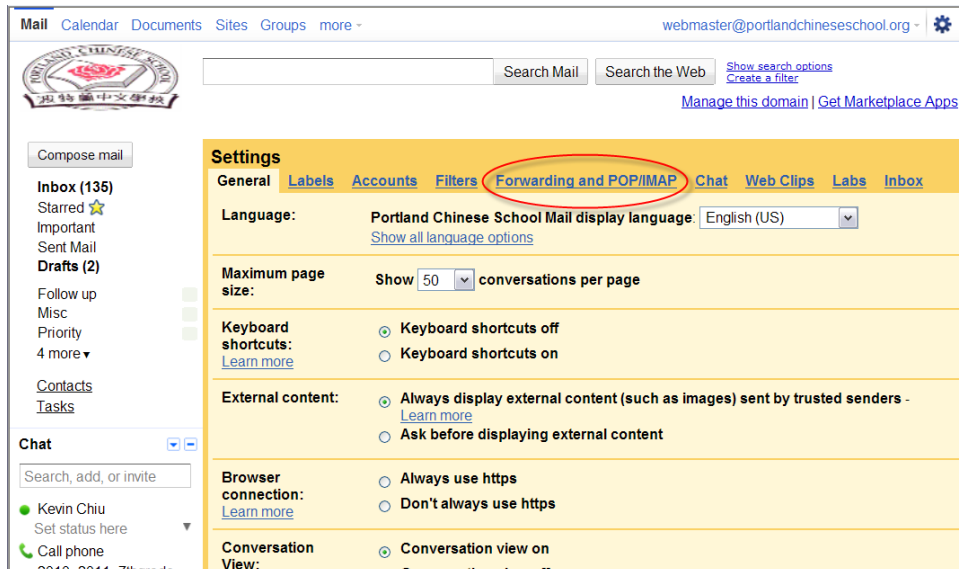
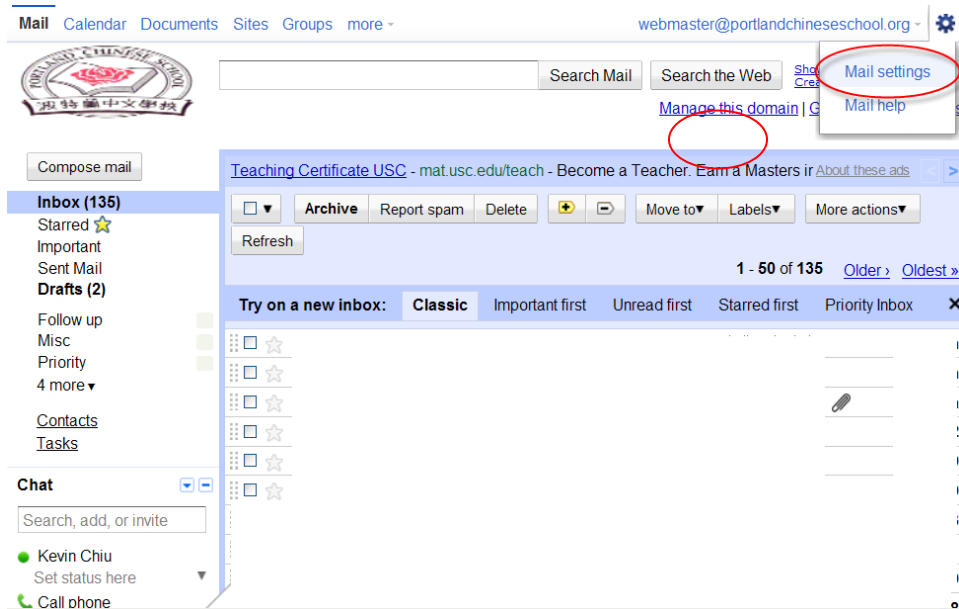
**Get mail from other accounts:** [Add a mail account you own](#)  
(Download mail using POP3) [Learn more](#)

**Need more for your business?** Upgrade to Google Apps for Business and get 3x more email storage per user and customer support. [Free trial](#)

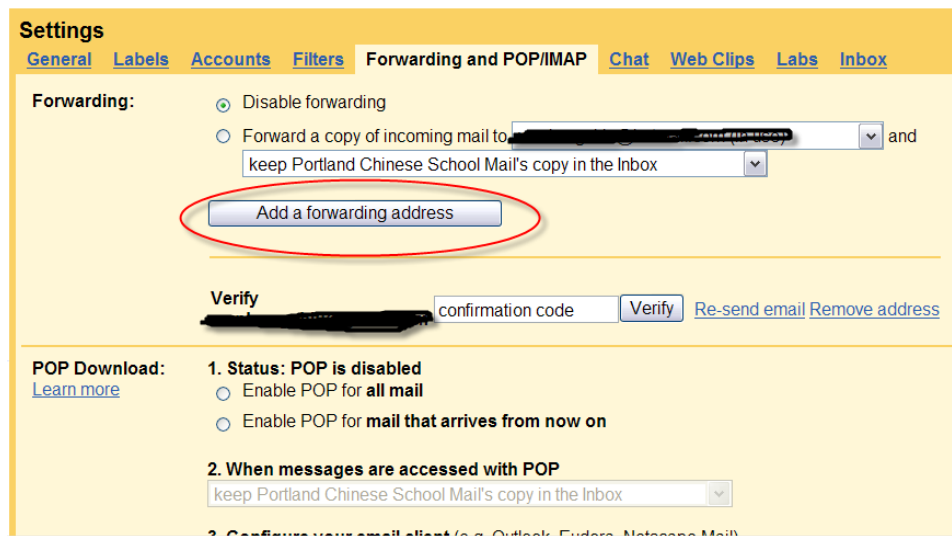
# Email Forwarding

Here's how to forward messages automatically:

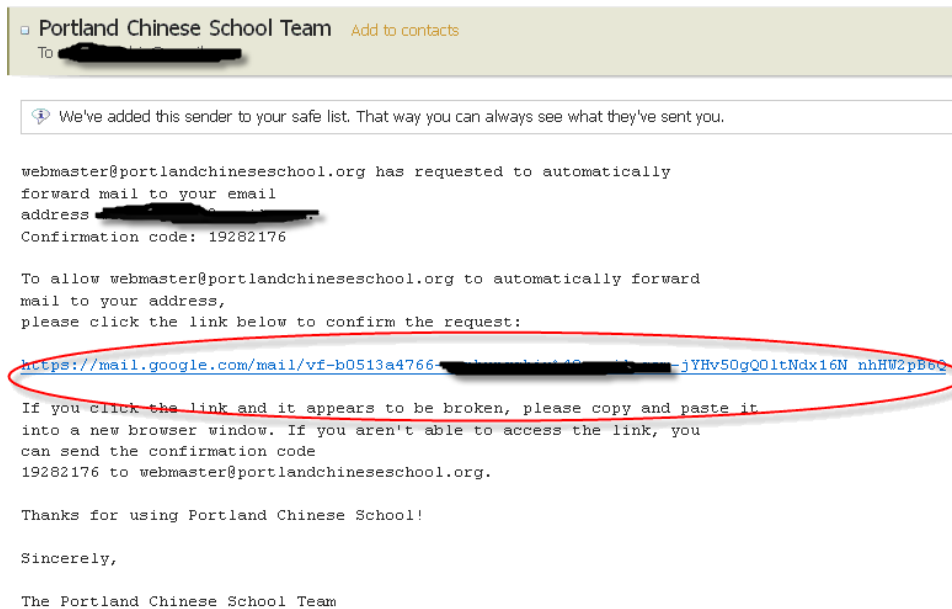
1. Sign in to PCS mail.
2. Click [Mail Settings](#) at the top of any Gmail page, and open the **Forwarding and POP/IMAP** tab.



3. Click on “Add a forwarding address” and follow the instructions. A confirmation email will be sent to your personal email account.



4. You can verify by clicking the link in the confirmation email or go back to PCS mail account and enter the confirmation code. You are almost done and don't miss the last step!! See step #5.



**Settings**

[General](#) [Labels](#) [Accounts](#) [Filters](#) **Forwarding and POP/IMAP** [Chat](#) [Web Clips](#) [Labs](#) [Inbox](#)

**Forwarding:**

Disable forwarding  
 Forward a copy of incoming mail to [redacted] and keep Portland Chinese School Mail's copy in the Inbox

[Add a forwarding address](#)

---

**Verify** [redacted] confirmation code [Verify](#) [Re-send email](#) [Remove address](#)

---

**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**

keep Portland Chinese School Mail's copy in the Inbox

**3. Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)

5. By default mail forwarding is disabled. Once verified, you need to log in to your PCS mail account and select the email account that you just verified and enable mail forwarding. Don't forget to click "Save Changes"

**Settings**

[General](#) [Labels](#) [Accounts](#) [Filters](#) **Forwarding and POP/IMAP** [Chat](#) [Web Clips](#) [Labs](#) [Inbox](#)

**Forwarding:**

Disable forwarding  
 Forward a copy of incoming mail to [redacted] and keep Portland Chinese School Mail's copy in the Inbox

[Add a forwarding address](#)

---

**Verify** [redacted] confirmation code [Verify](#) [Re-send email](#) [Remove address](#)

---

**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**

keep Portland Chinese School Mail's copy in the Inbox

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

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**IMAP Access:** (access Portland Chinese School 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](#)

[Save Changes](#) [Cancel](#)