

# Molloy Parent Email Guide

Here is a quick guide to setting up your Molloy parent email, how to change your password at-will, and forwarding emails from your Molloy account to any other email account.

## Setting up your Molloy parent email account

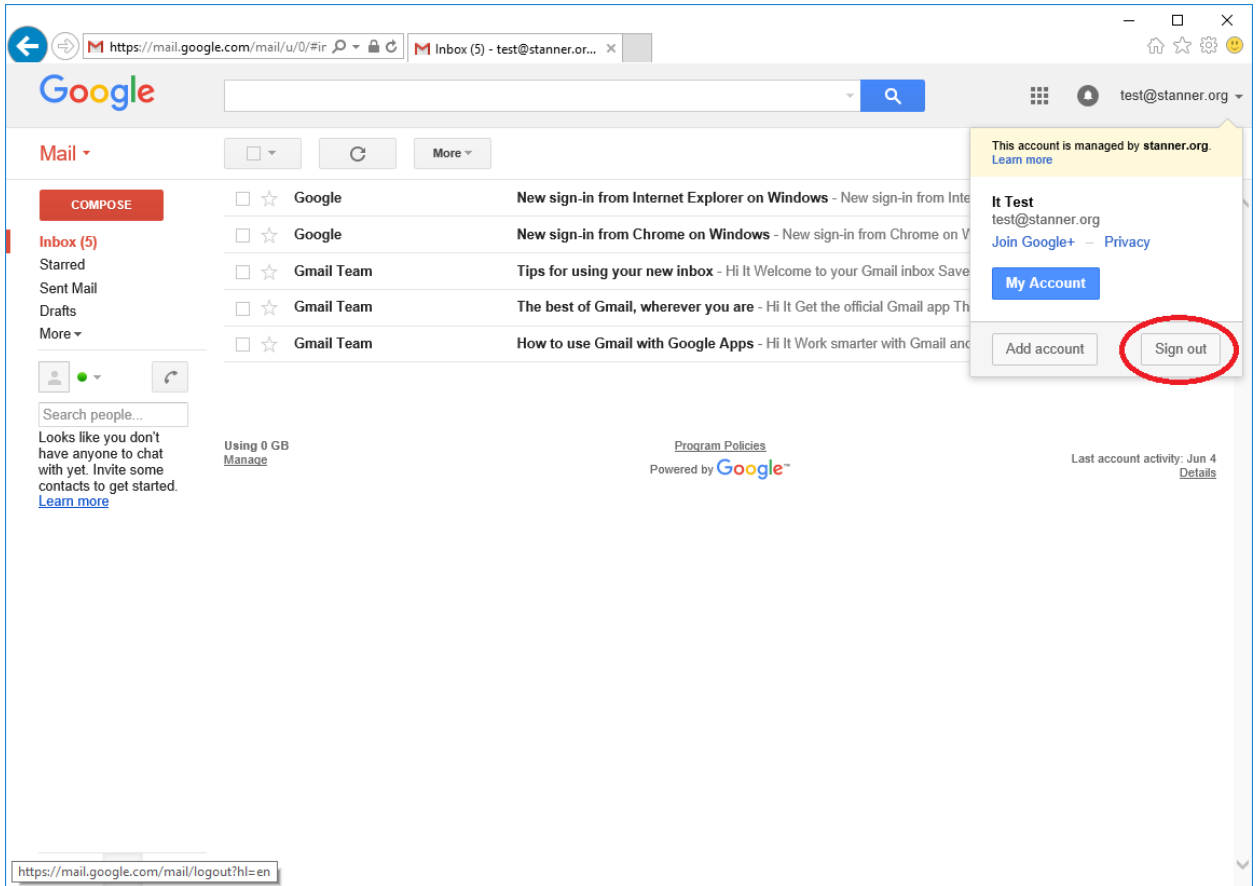
*If you use Gmail for a personal email account*

1. Go to <http://www.molloyhs.org>. Click on the “Parents” pull-down menu, and click Stanner Parent Email. (You can bookmark this page if you like.)



The screenshot shows the website for Archbishop Molloy High School. The browser address bar displays <http://www.molloyhs.org/>. The school's logo and name are prominently displayed at the top, along with the tagline "Not for school but for life". A navigation menu is located below the header, with the "PARENTS" option circled in red. Other menu items include "STUDENTS", "FACULTY", and "ALUMNI". Below the navigation menu, there is a banner for "Walkathon 2014" featuring a group of students in yellow shirts. Further down, a "Calendar & Events" section lists upcoming events: "October 22 Today is Day 2", "October 22 College Athlete Presentation", "October 23 Frosh Retreat", and "October 30 Walkathon". A link "FOR FULL CALENDAR CLICK HERE" is provided. On the right side, there are two video thumbnails: "Watch the school video!" and "2015 College Representative Visit List".

2. If you are logged in with your email account, click on your account name on the top-right corner. A pull-down menu will appear; select "Sign Out". If not, skip this step.



3. On the following page, click “Sign in with a different account”.

https://accounts.googl... Gmail

Google

One account. All of Google.

Sign in to continue to Gmail

It Test  
test@stanner.org

Password

Sign in

Need help?

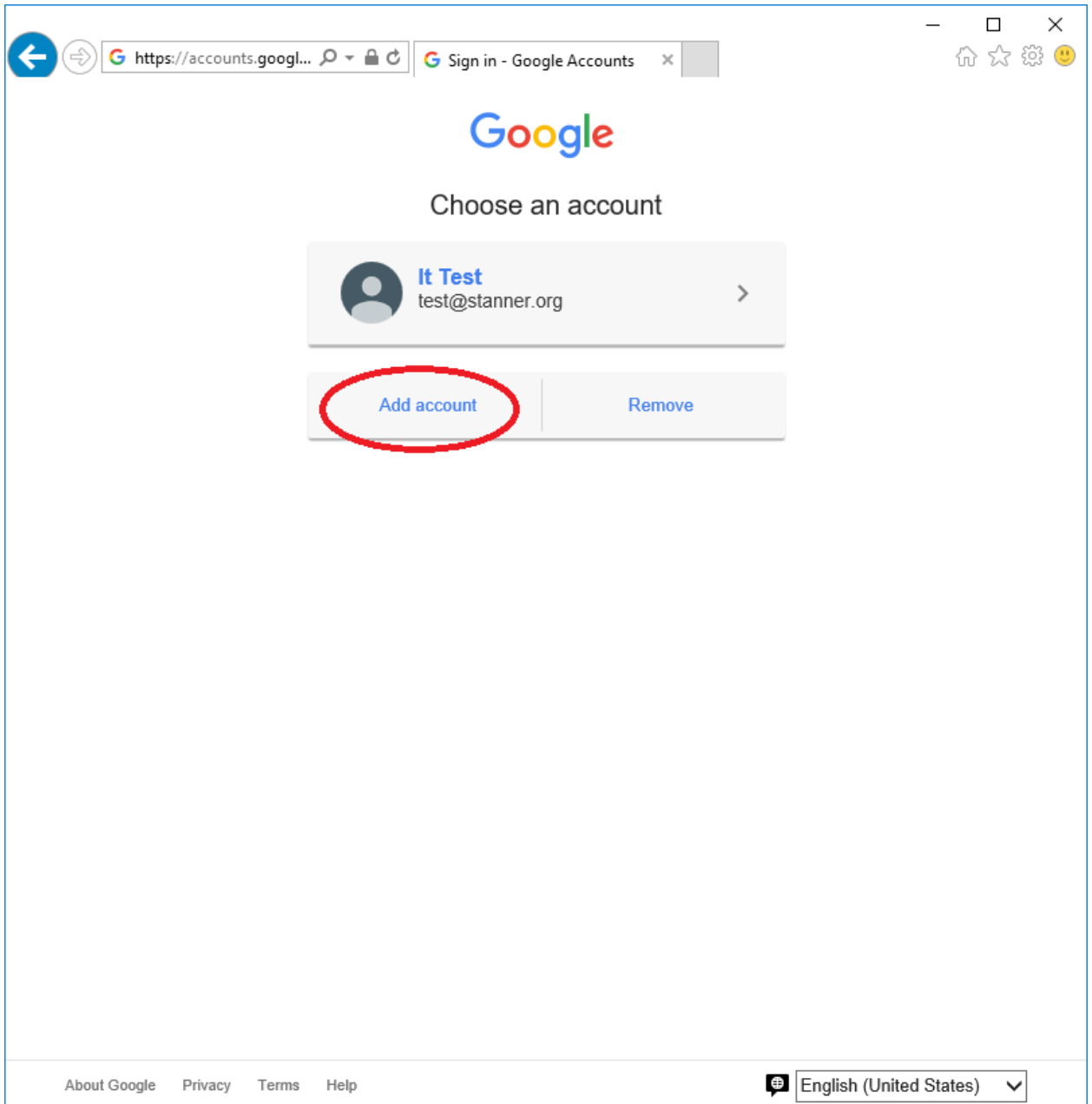
Sign in with a different account

One Google Account for everything Google

About Google Privacy Terms Help

English (United States)

4. Click "Add account".



5. Continue from Step 2 in the next section.

**If you do not use Gmail for a personal email account**

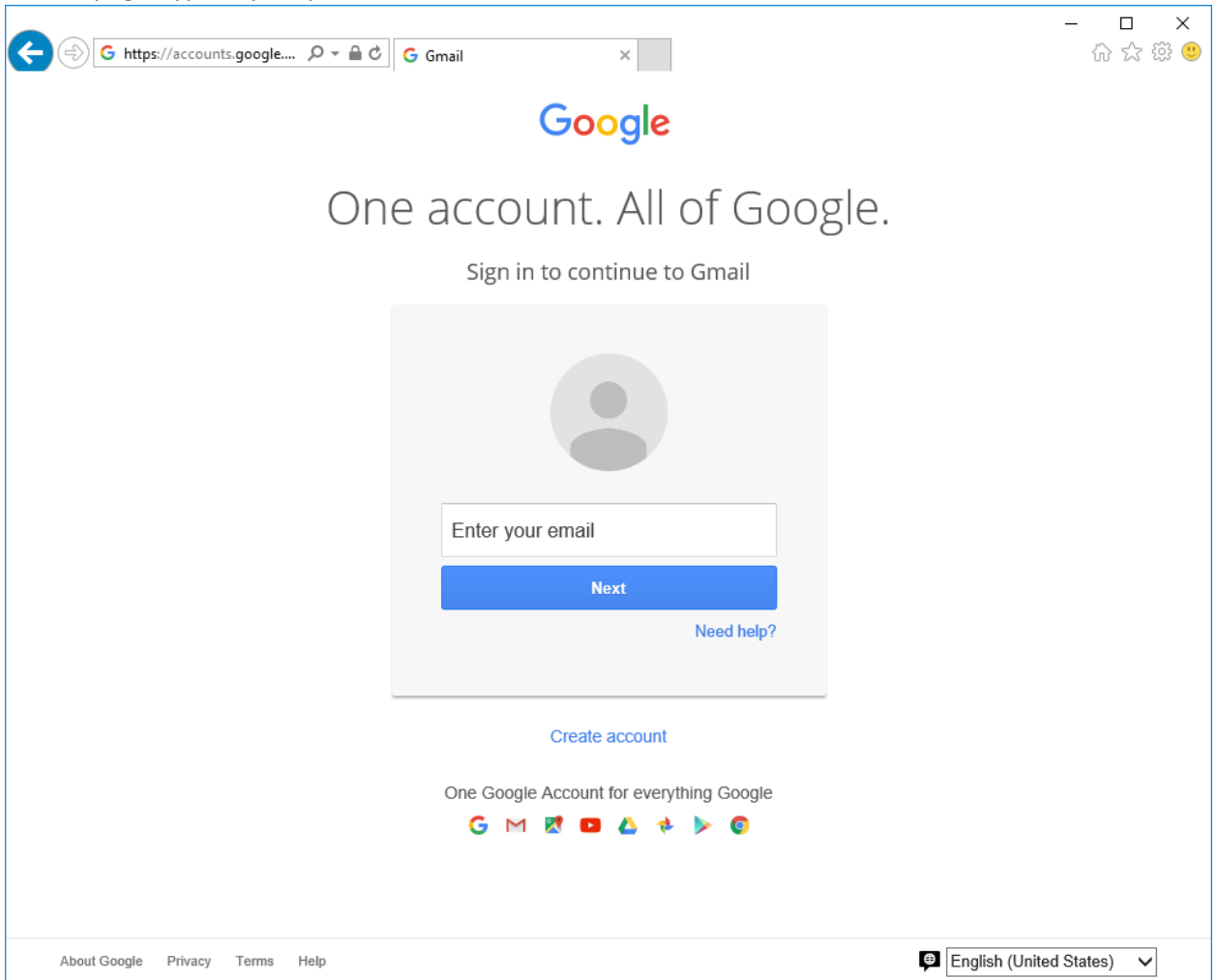
1. Go to <http://www.molloyhs.org>. Click on the "Parents" pull-down menu, and click Email. (You can bookmark this page if you like.)

The screenshot shows the website for Archbishop Molloy High School. The browser address bar displays <http://www.molloyhs.org/>. The website header features the school's logo on the left and the text "ARCHBISHOP MOLLOY HIGH SCHOOL" and "Not for school but for life" on the right. A navigation menu below the header includes "HOME", "ABOUT", "ADMISSIONS", "ACADEMICS", "ACTIVITIES", "ATHLETICS", and "MAKE A GIFT". The "PARENTS" menu item is circled in red. Below the navigation menu is a large banner for "Walkathon 2014" featuring a group of students in yellow shirts. Underneath the banner are four tabs: "Calendar & Events", "Latest News", "Athletic Events", and "The Beehive". The "Calendar & Events" section lists the following events:

- October 22 Today is Day 2
- October 22 College Athlete Presentation
- October 23 Frosh Retreat
- October 30 Walkathon

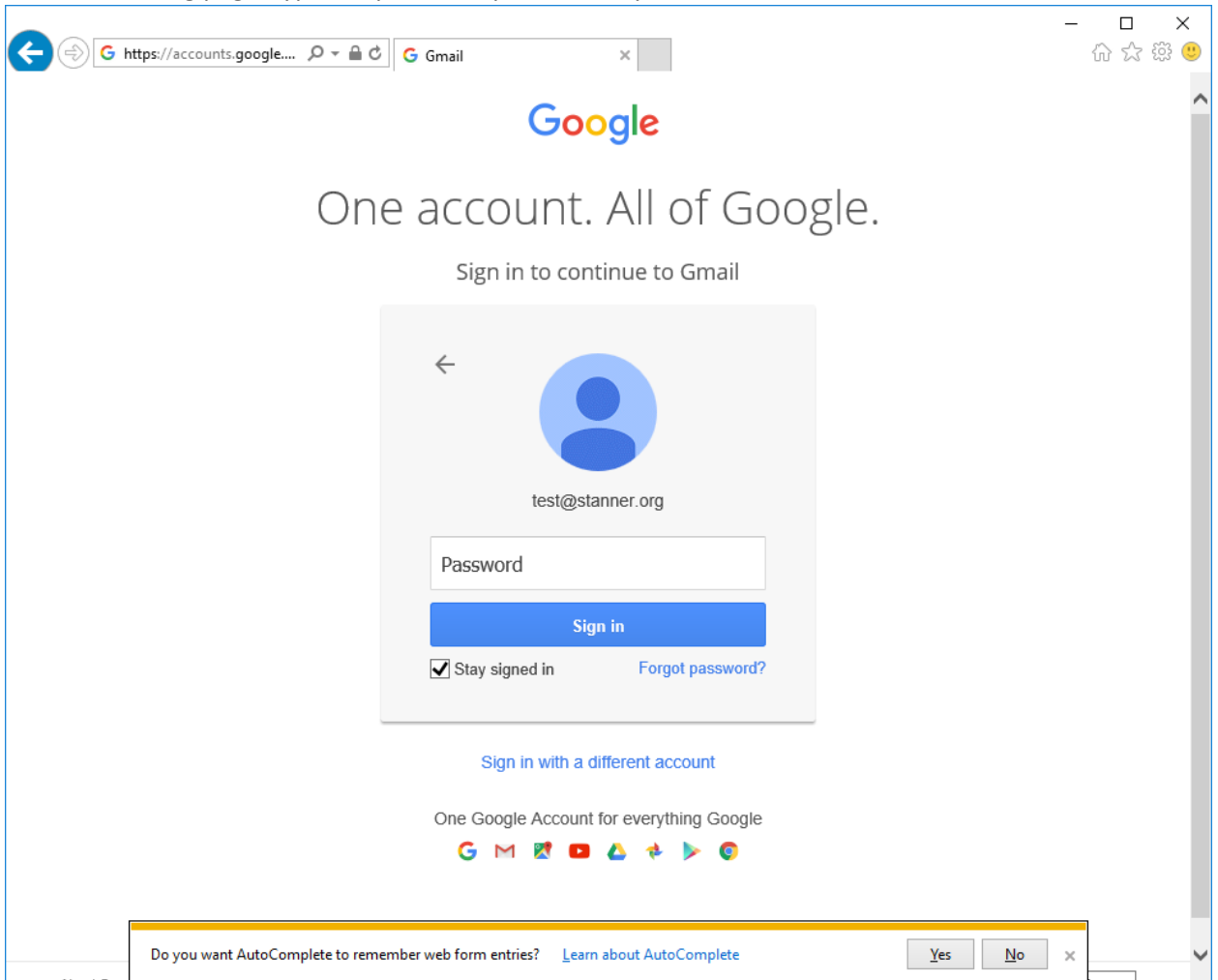
Below the calendar is a link: [FOR FULL CALENDAR CLICK HERE](#). On the right side of the page, there are two video thumbnails. The top one is titled "Watch the school video!" and shows a man in a suit. The bottom one is titled "2015 College Representative Visit List" and shows a man in a suit speaking to a group of people. At the bottom of the page, there is a footer with "About Google", "Privacy", "Terms", "Help", and a language selector set to "English (United States)".

2. On this page, type in your provided email address.



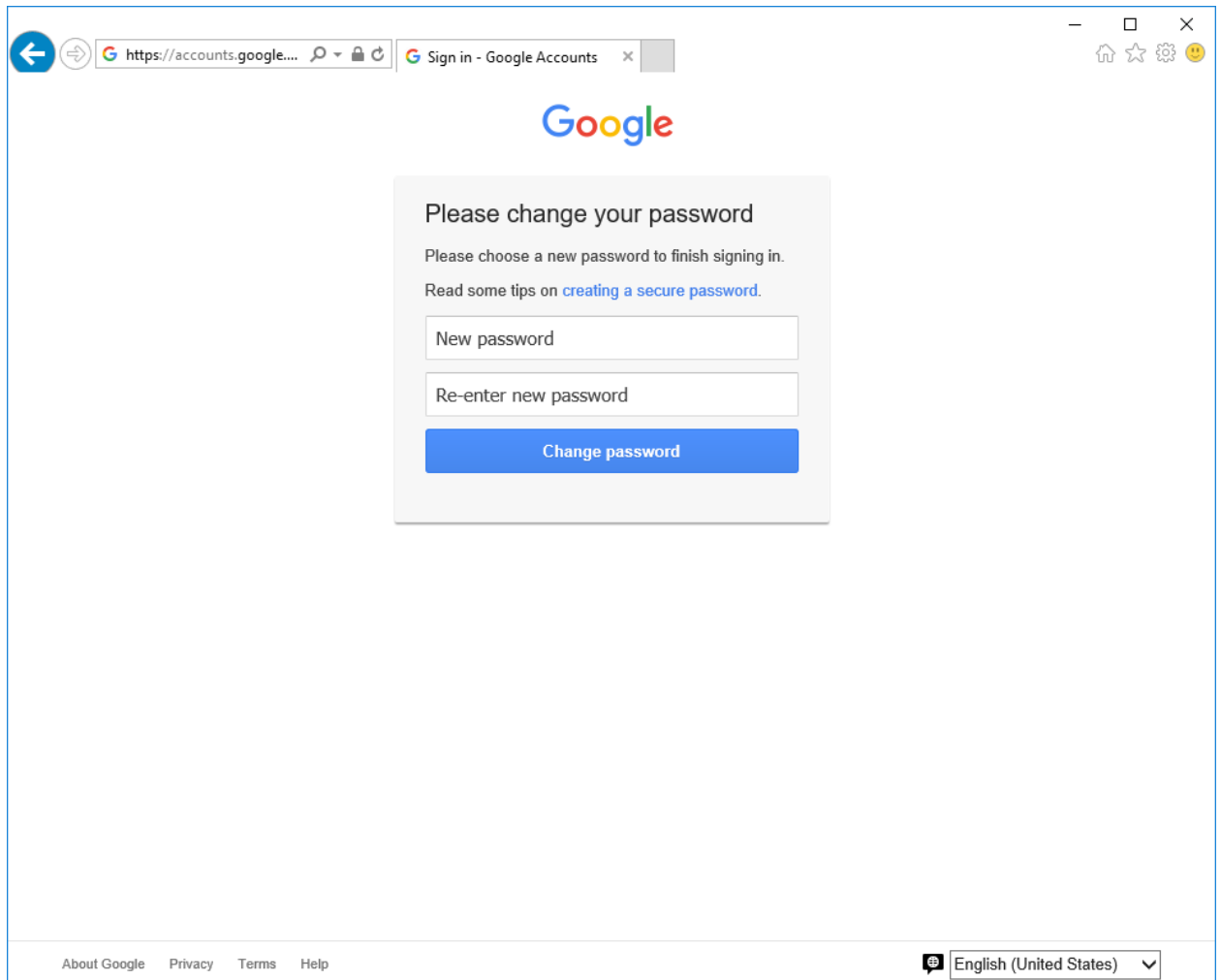
The image shows a browser window displaying the Google account sign-in page. The address bar shows the URL <https://accounts.google...> and the page title is "Gmail". The main heading is "Google" in its multi-colored logo, followed by the text "One account. All of Google." and "Sign in to continue to Gmail". A central grey box contains a placeholder for a profile picture, a text input field with the placeholder text "Enter your email", a blue "Next" button, and a "Need help?" link. Below this box is a "Create account" link. At the bottom of the central area, it says "One Google Account for everything Google" with icons for Google, Gmail, Photos, YouTube, Drive, Maps, and Chrome. The footer includes links for "About Google", "Privacy", "Terms", and "Help", and a language selector set to "English (United States)".

3. On the following page, type the password provided to you.



4. You will see a terms of use page; please accept the terms of use.

5. You will be prompted for a new password. Passwords need to be a minimum of 8 characters with at least 1 letter and at least 1 number.



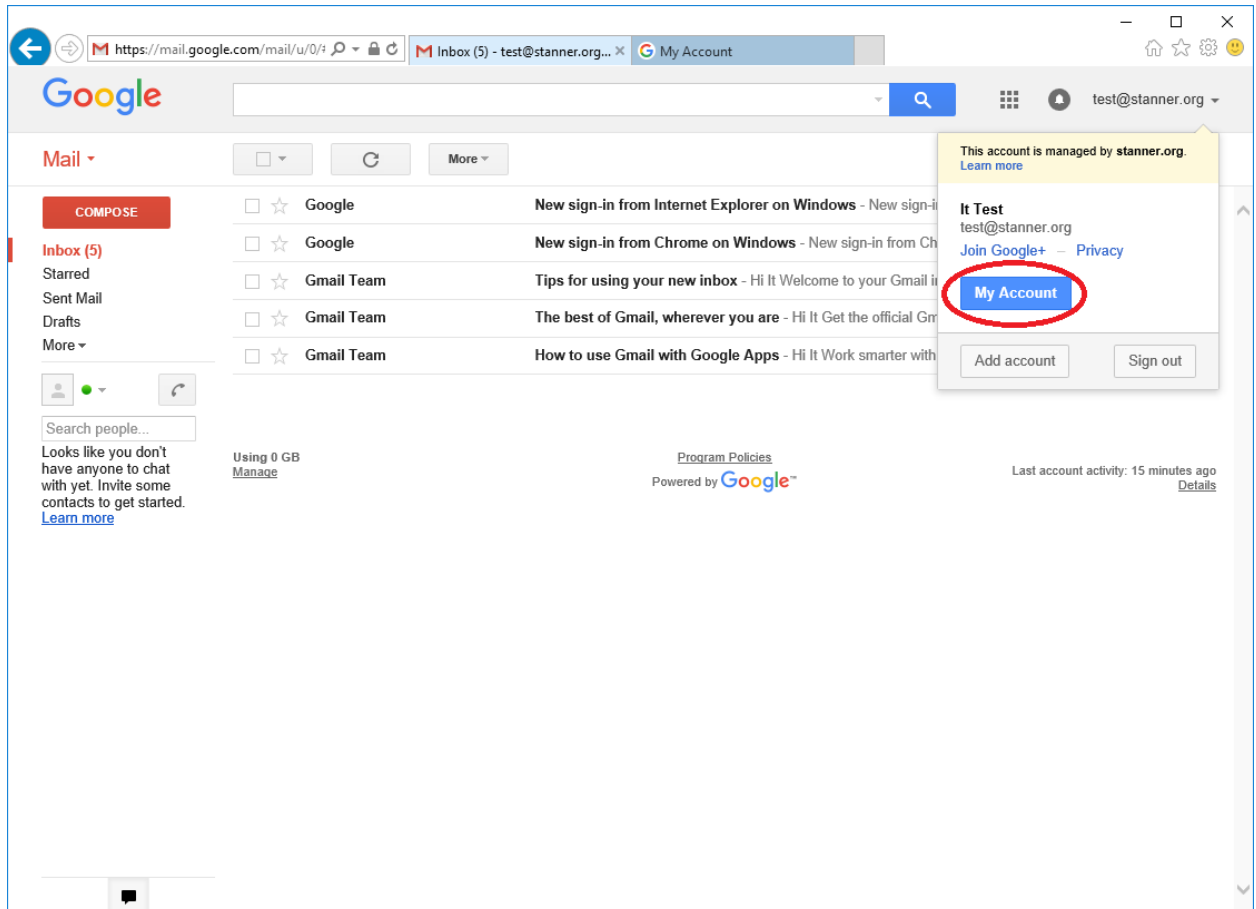
The screenshot shows a web browser window with the URL <https://accounts.google...> and the page title "Sign in - Google Accounts". The Google logo is centered at the top. Below it, a grey box contains the heading "Please change your password" and the instruction "Please choose a new password to finish signing in." A link for "creating a secure password" is provided. There are two input fields: "New password" and "Re-enter new password". A blue "Change password" button is at the bottom of the form. The footer includes "About Google", "Privacy", "Terms", "Help", and a language selector set to "English (United States)".

With completion of this step, you will be in your account's inbox.



## How to change your password

1. When signed in to your account, click on your account name on the top-right corner. A pull-down menu will appear; select "My Account".



2. On the following page, click “Signing in to Google” under the section “Sign-in & security”.

The screenshot shows a web browser window displaying the Google My Account dashboard. The browser's address bar shows the URL [https://myaccount.google.com/?utm\\_source=OG&pli=1#dashboard](https://myaccount.google.com/?utm_source=OG&pli=1#dashboard). The page header includes the Google logo and the user's email address, `test@stanner.org`. The main heading is "My Account". Below this, there are icons for Google, Gmail, a profile shield, Google Maps, and YouTube. A welcome message reads "Welcome, It Test". The primary heading is "Control, protect, and secure your account, all in one place", followed by a sub-heading: "My Account gives you quick access to settings and tools that let you safeguard your data, protect your privacy, and decide how your information can make Google services work better for you." The dashboard is divided into two main sections: "Sign-in & security" and "Personal info & privacy". The "Sign-in & security" section includes the sub-heading "Control your password and account-access settings." and a list of links: "Signing in to Google" (circled in red), "Device activity & notifications", and "Connected apps & sites". The "Personal info & privacy" section includes the sub-heading "Manage your visibility settings and the data we use to personalize your experience." and a list of links: "Your personal info", "Activity controls", "Ads settings", "Account overview", and "Control your content". At the bottom of the page, a "Security Checkup" link is visible.

3. Click the button that says "Password".

The screenshot shows the Google Account 'Sign-in & security' page. The left sidebar contains navigation links under 'My Account', including 'Welcome', 'Sign-in & security', 'Personal info & privacy', 'Account preferences', and 'About Google'. The main content area is titled 'Signing in to Google' and includes instructions on password strength and a section for 'Password & sign-in method'. A red rectangular box highlights the 'Password' option, which shows it was last changed 33 minutes ago and has a right-pointing arrow.

My Account

Sign-in & security

## Signing in to Google

Control your password and account access, along with backup options if you get locked out of your account.

**Make sure you choose a strong password**  
A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

### Password & sign-in method

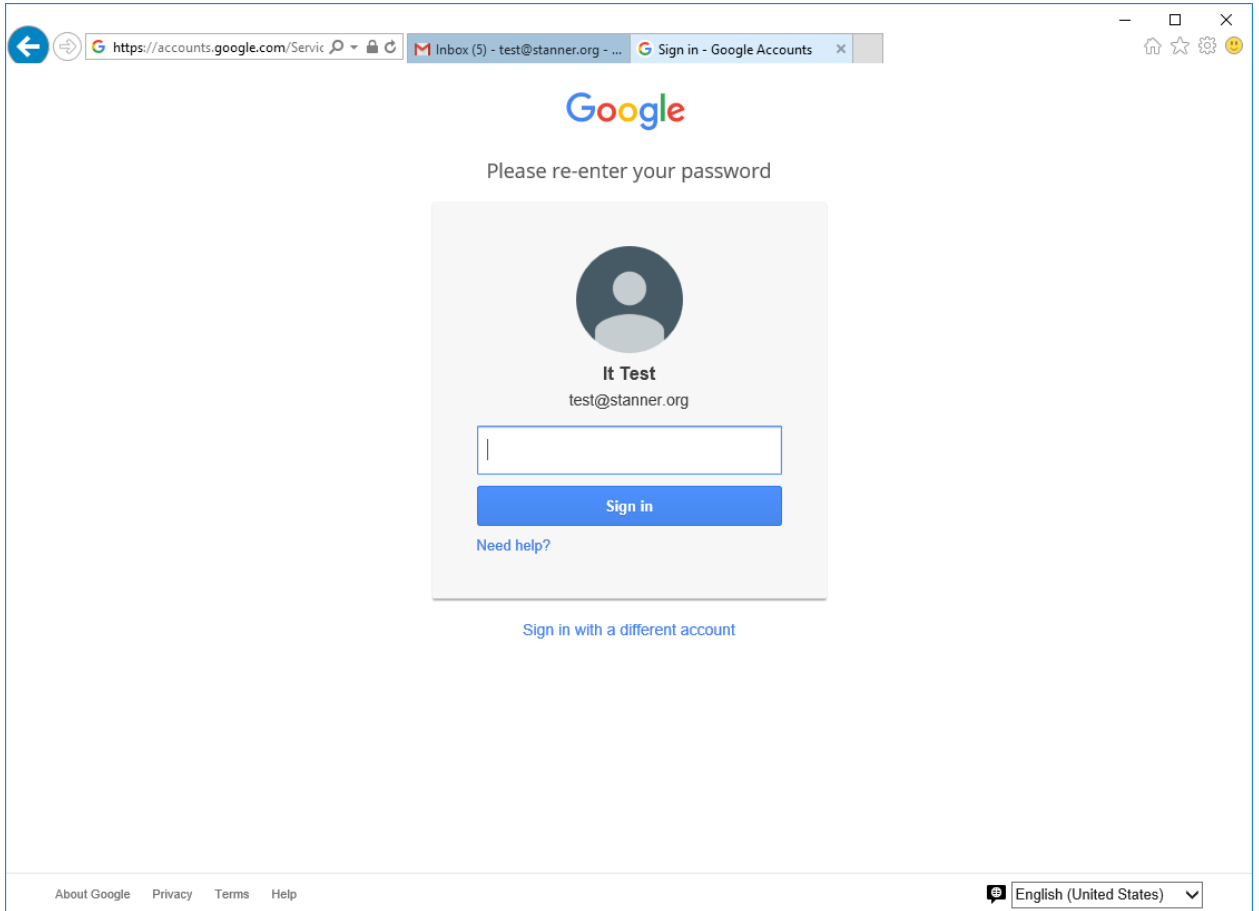
Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal your password, it is not enough to get into your account.

**Note:** To change these settings, you will need to confirm your password.

Password	Last changed: 33 minutes ago	>
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Device activity & notifications

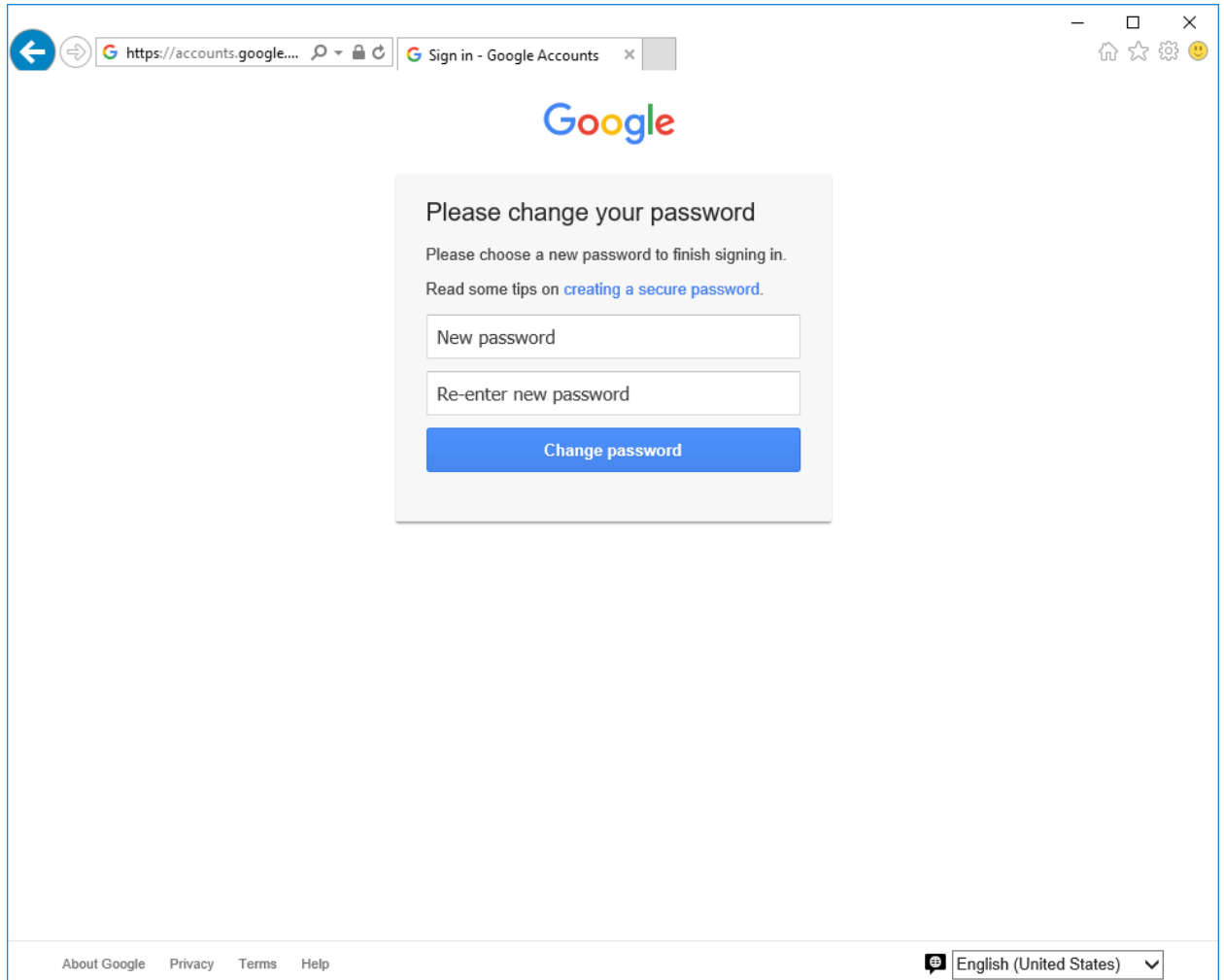
4. On the next page, type in your current password.



The screenshot shows a web browser window with the following elements:

- Address Bar:** Contains the URL `https://accounts.google.com/Service`, a search icon, a lock icon, and a refresh icon. There are also two tabs: "Inbox (5) - test@stanner.org - ..." and "Sign in - Google Accounts".
- Page Header:** The Google logo is centered at the top.
- Text:** Below the logo, it says "Please re-enter your password".
- User Profile Card:** A grey card containing:
  - A dark grey circular profile picture icon.
  - The name "It Test" in bold.
  - The email address "test@stanner.org".
  - A white password input field with a vertical cursor on the left.
  - A blue "Sign in" button.
  - A link "Need help?" below the button.
- Footer:** At the bottom left, there are links for "About Google", "Privacy", "Terms", and "Help". At the bottom right, there is a language selector showing "English (United States)" with a dropdown arrow.

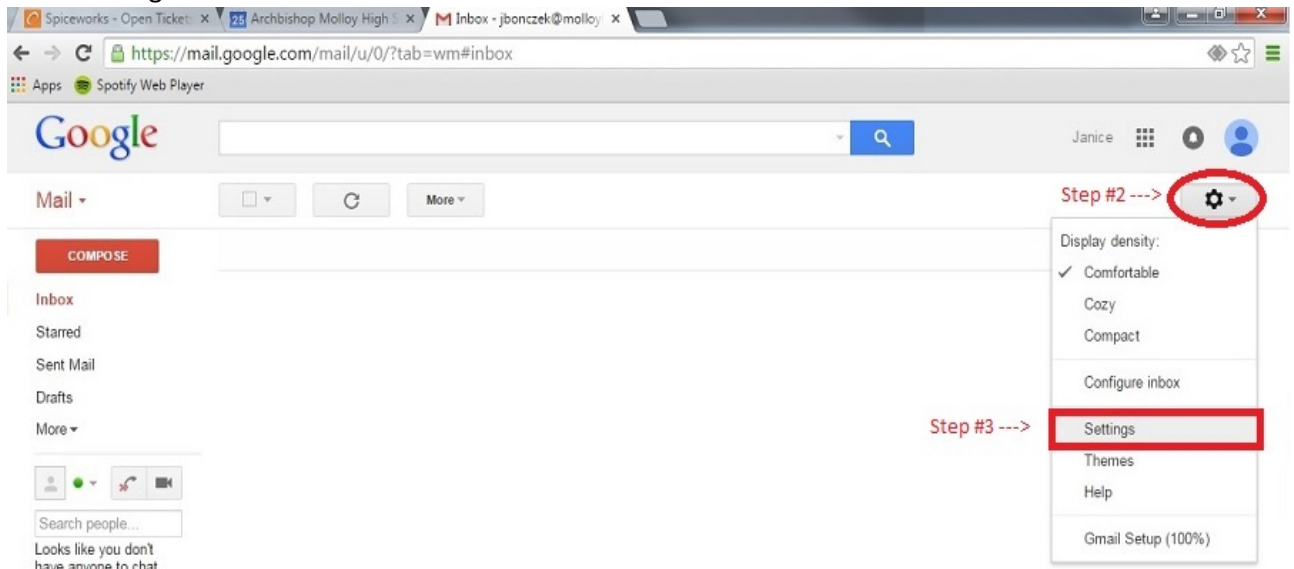
5. You will be prompted for a new password. Passwords need to be a minimum of 8 characters with at least 1 letter and at least 1 number.



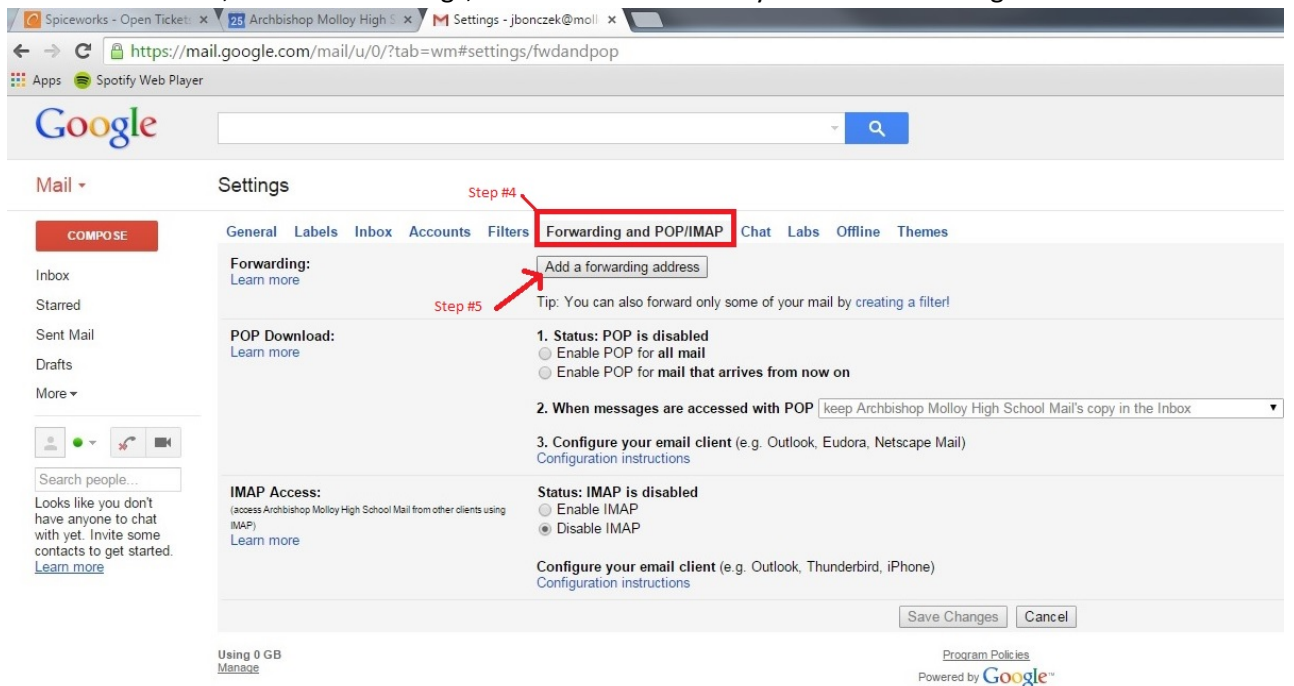
## **How to forward mail from your GMAIL (stanner.org) account to another account**

1. Sign in to your stanner.org account on google.com
2. Click on the small gear symbol in the upper right hand corner of the screen.

3. Click “settings”



4. Select the “Forwarding and POP/IMAP” link at the top of the screen.  
5. In the first section, titled “Forwarding”, click the button that says “Add a forwarding address”



6. Follow the directions by typing in the address you want the mail sent to, and clicking “Next”. It will then ask you to confirm the address is spelled correctly, if so click the “Proceed” button.

A dialog box titled "Add a forwarding address" with a close button (X) in the top right corner. The text inside reads "Please enter a new forwarding email address:" followed by an empty text input field. Below the input field are two buttons: "Next" and "Cancel".

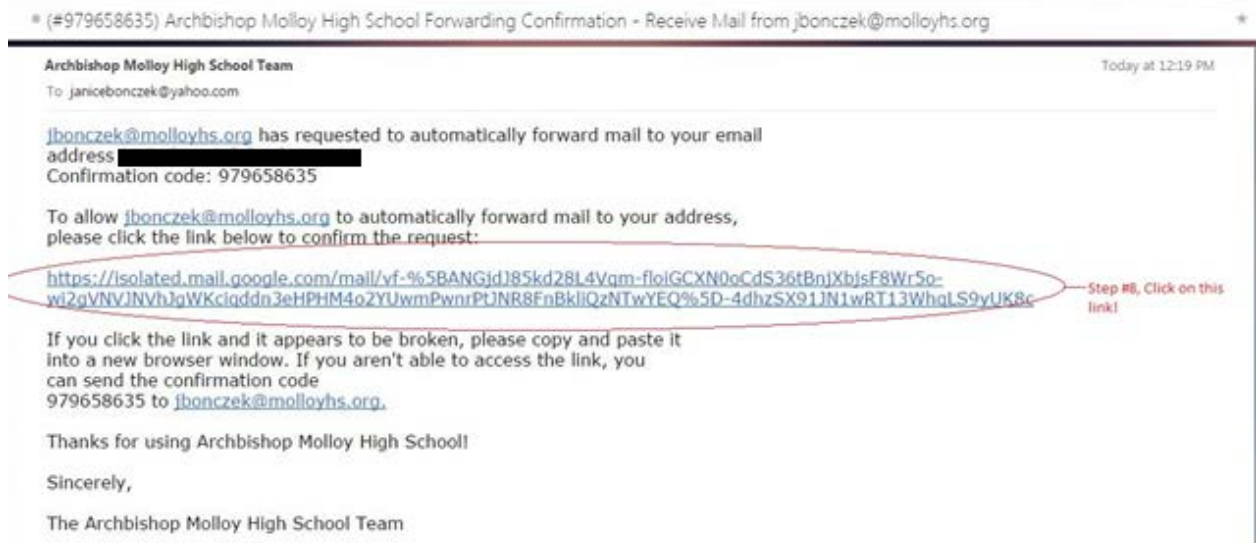
A dialog box titled "Confirm forwarding address" with a close button (X) in the top right corner. The text inside reads "Forwarding mail to" followed by a blacked-out email address. Below this text are two buttons: "Proceed" and "Cancel".

7. A box will pop up, telling you that you've been sent an email to verify permission. Click "OK".

A dialog box titled "Add a forwarding address" with a close button (X) in the top right corner. The text inside reads "A confirmation code has been sent to verify permission." Below this text is a single button labeled "OK".

8. Log into your email account that you want the mail to be forwarded to, and open the email you've received from Google. Click on the link that appears below the following sentence: "To allow ([yourname@stanner.org](mailto:yourname@stanner.org)) to automatically forward mail to your address, please click the

link below to confirm the request:”



- Go back to [www.google.com](http://www.google.com), and go back to the settings by follow steps 1-4 again. In the “Forwarding” section at the top, select the button for “Forward a copy of incoming mail to (your email address)” and “Keep Archbishop Molloy High School Mail’s copy in the Inbox. In the first drop-down menu, select your email address you entered in step 6. In the second drop-down menu, you can choose whichever of the options you want. The second selection will apply to your stanner.org email address. Then click the “Save Changes” button at the bottom of the screen.

