

Sending email from google and making it look like it's coming from your HCCS account.



INTRODUCTION

If you want to keep all your email in one place, it's helpful to be able to send email from different addresses.

This might be helpful if:

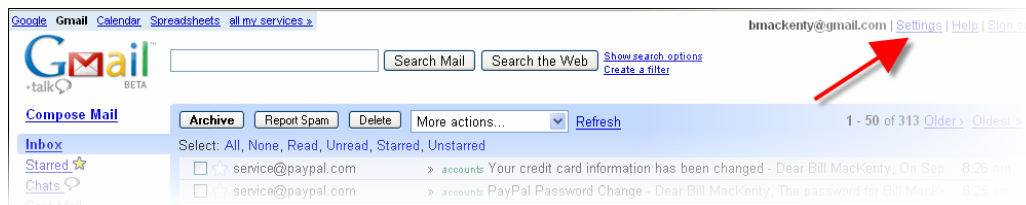
- a) you might send your students email from your hunter email
- b) you might send personal email from your gmail account
- c) you might sign up for catalogs and buy stuff from a third email
- d) you might have a private email address for friends and family

This is very easy to do. Using only gmail, you can send email as if it's coming from different email addresses.

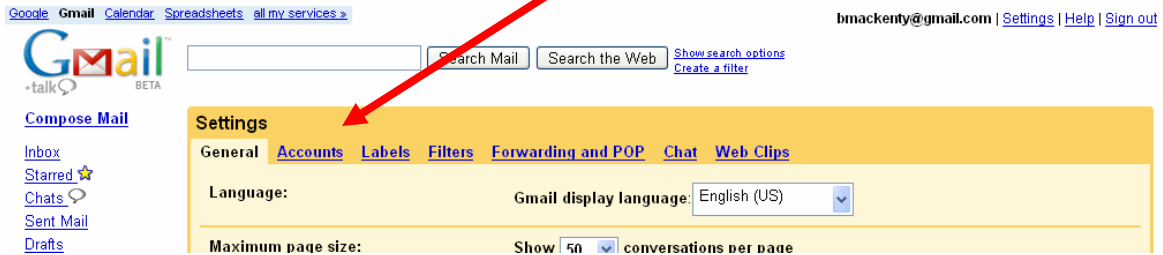
HOWTO

1) You must have a gmail account, and logged into gmail.

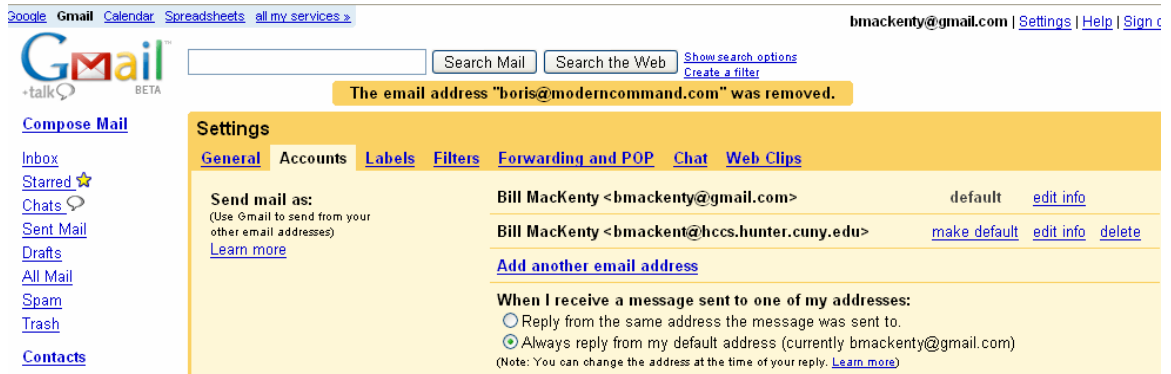
2) Click on the settings link



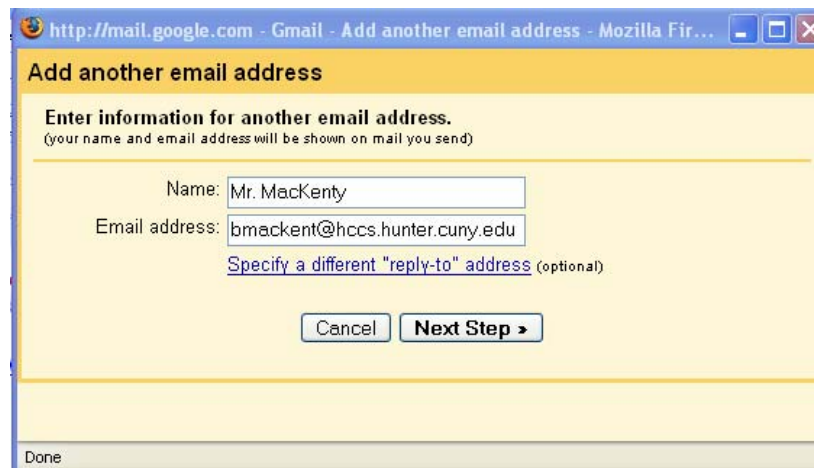
3) Note the settings page. Click on the Accounts link



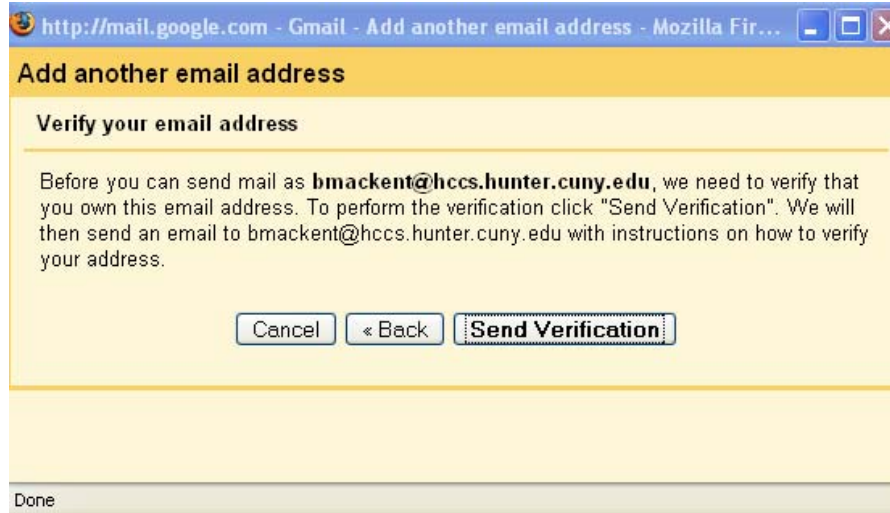
4) See the add another email address link? Click it.



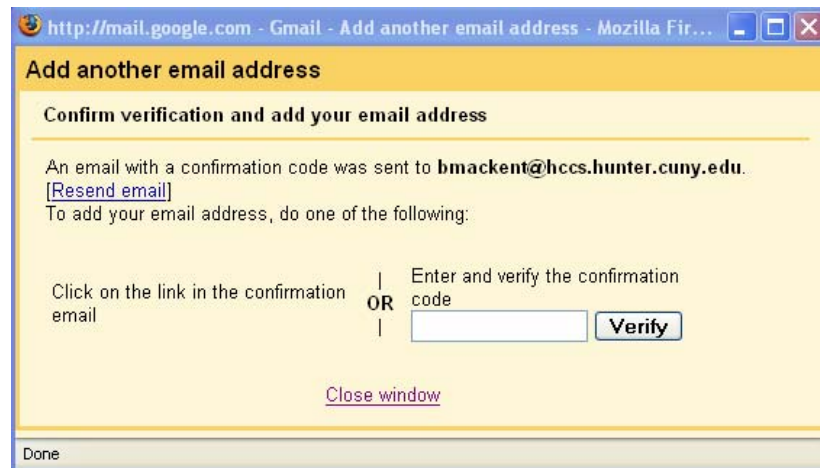
5) You will now be brought through a short process. Start by entering in your hunter email address and the name you want to appear on the emails.



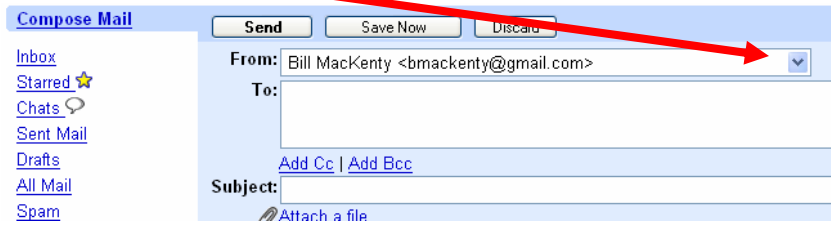
6) Send yourself a verification email by clicking on the Send Verification button.



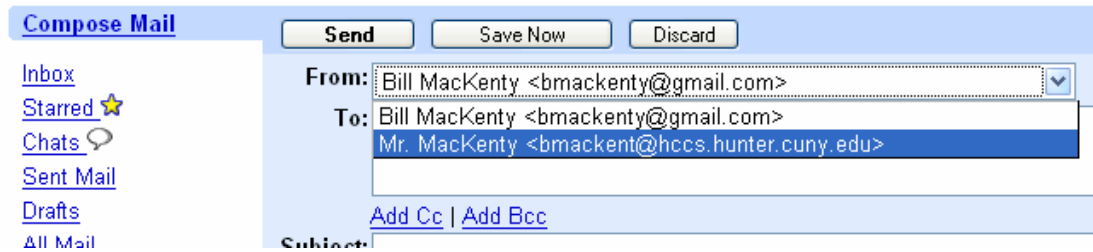
7) You will shortly receive an email with a verification link. Once you click this link, you will be able to send email from that email account. If you can't click on the link Google sends to you, simply enter the verification code.



8) to use this nifty new feature, simply compose a new email. See the drop down box? Simply click it.



9) You can send an email from one of these addresses.



10) Keep in mind, if someone replies to your email, they will reply to the address you sent from!