1. Log into Gmail

2. Go to the Gmail toolbar and select Settings.

Compose				1-8 10 8 - 7	T
	Primary	Social	Promotions		
Inbox		_		\$	Jun 2
Starred					/
Sent					May 23
Drafts					
More					May 5
					Apr 15
					Apr 12
					Apr 1
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No recent chats Start a new one					Mar 22

3. Select Settings.

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Compose			D - Cattingo	Display density
Inbox	Primary	Social	Promot Settings	Configure inbox
Starred				Outline .
Snoozed				Themes
Sent				mentes
Drafts				Get add-ons
All Mail				Send feedback
More				Help
* +				Apr 12
				Apr 1
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No recent chats Start a new one				Mar 22

4. Go to the **Accounts** tab

= M Gmail	Q Search mail	·	0 #
Compose	Settings		
	General Labels Inbox Accounts and Import	ilters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced Offline Themes	
Inbox Starred Snoozed	Change account settings:	Change password Change password recovery options Other Goody - Account settings	
 Important Sent 	Import mail and contacts: Learn more	Import from Yahost, Hotmail, AOL, or other webmail or POP3 accounts. Import mail and com. cts	
Drafts Categories	Send mail as: (Use Gmail to send from your other email addresses) Learn more	Add another email address	edit info
	Check mail from other accounts: Learn more	Add a mail account Accounts and Import	
	Using Gmail for work?	Businesses can power their e	
Sign in Signing in will sign you into Hangouts across Google Learn more	Grant access to your account: (Allow others to read and send mail on your behalf) Learn more	Add another account Mark conversation as read when conversation unread when opened up uniers Leave conversation unread when opened up uniers	
	Add additional storage:	You are currently using 2.38 0B (15%) of your 15 GB. Need more space? Purchase additional storage	
	2.38 GB (15%) of 15 GB used Manage	Terms - Privacy - Program Policies	Last account activity: 15 minutes ago Details

5. In the Send mail as section, select Add another email address.

≡	M Gmail	Q Search mail	*	?		G		
+	Settings							
· * • • •	General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POPIIMAP Add-ons Advanced Offline Themes							
	Change account settings: Google Account settings Change your password and security options, and access other Goo		Google Account settings Change your password and security options, and access other Google services.					
	Send mail as: (Use Winthrop Public School addresses) Learn more	s Mail to send from your other email	Retrofit TestAccount <retrofittestaccount@winthrop.k12.ma.us> edit info Reply-to address: retrofittestaccount@students.winthrop.k12.ma.us Add another email address</retrofittestaccount@winthrop.k12.ma.us>					
	Check mail from other ac Learn more	counts:	Add a mail account					

6. Enter your email address first name initial and last name @students.winthrop.k12.us.com Example: John Brown would be jbrown@students.winthrop.k12.ma.us

Winthrop Public Schools Mail - Add another email address you own - Microsoft Edge — 🛛 🗙
https://mail.google.com/mail/u/0/?ui=2&ik=ab127a1f70&jsver=QcsMkG8Z4-s.en.&cbl=gmail_fe_2
Add another email address you own
Enter information about your other email address. (your name and email address will be shown on mail you send)
Name: Retrofit TestAccount Email address: junt@students.winthrop.k12.ma.us ✓ Treat as an alias. Learn more Specify a different "reply-to" address (optional) Cancel Next Step »
Click Next In the Send mail as section, make the new address the default by click "make Default"

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Settings							
General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Advanced Offline Themes							
Change account settings:	Google Account settings Change your password and security options, and access other Google services.						
Send mail as: (Use Winthrop Public Schools Mail to send from your other email addresses) Learn more	Retrofit TestAccount <retrofittestaccount@winthrop.k12.ma.us> Reply-to address: retrofittestaccount@students.winthrop.k12.ma.us Retrofit TestAccount <retrofittestaccount@students.winthrop.k12.ma.us> Add another email address</retrofittestaccount@students.winthrop.k12.ma.us></retrofittestaccount@winthrop.k12.ma.us>	default make default	edit info edit info	delete			
	When replying to a message: O Reply from the same address the message was sent to Image: Always reply from default address (currently retrofittestaccount@winthrop.k12.ma.us) (Note: You can change the address at the time of your reply. Learn more) Image: Always and the second sec						
Check mail from other accounts: Learn more	Add a mail account						

9. Click on the email Icon and now your email will work from the new address.