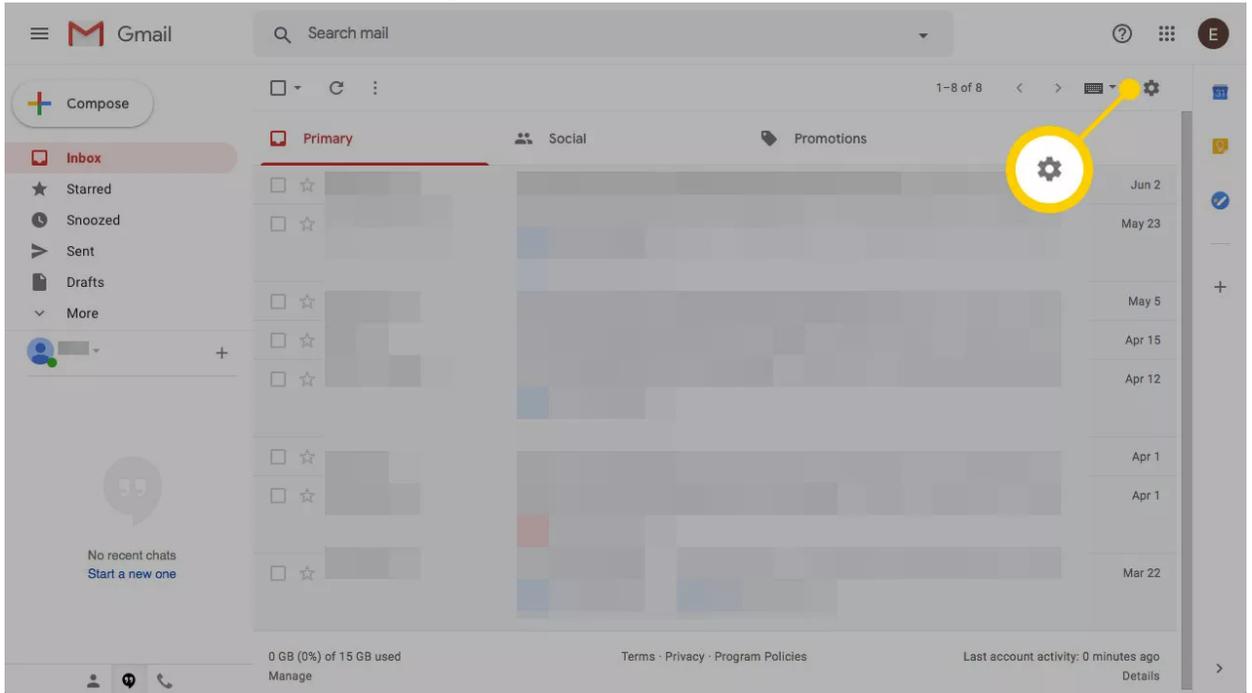
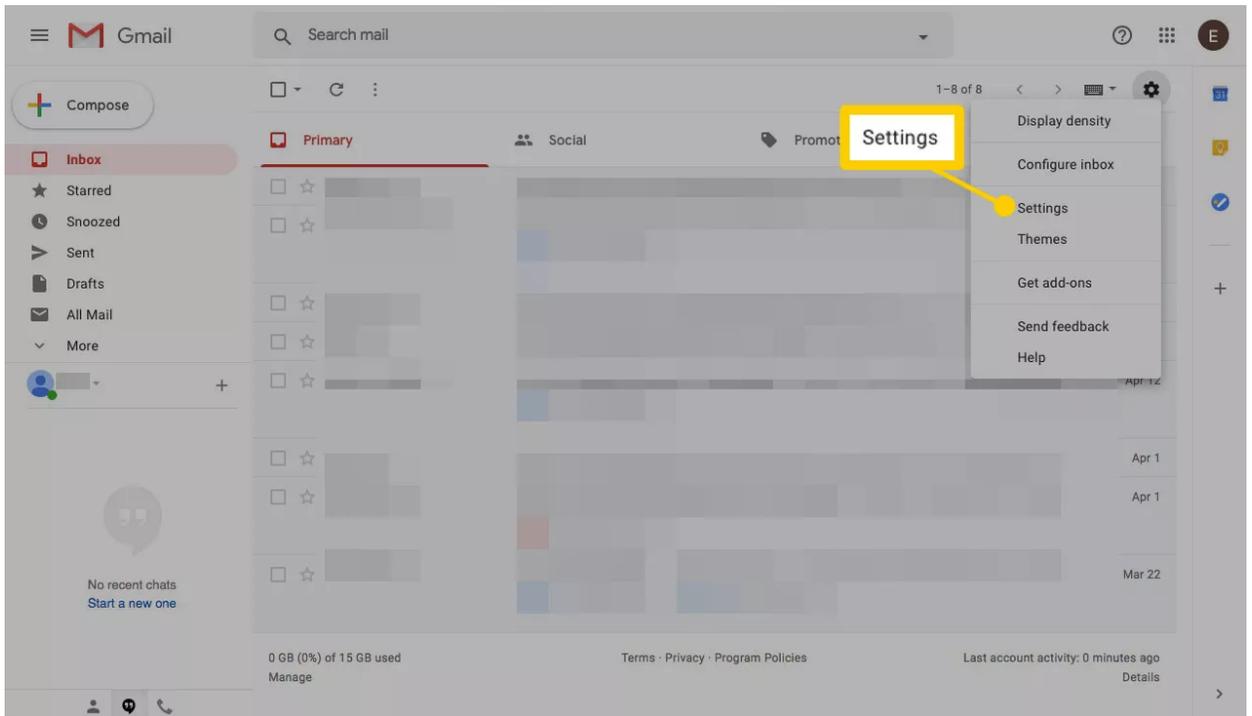


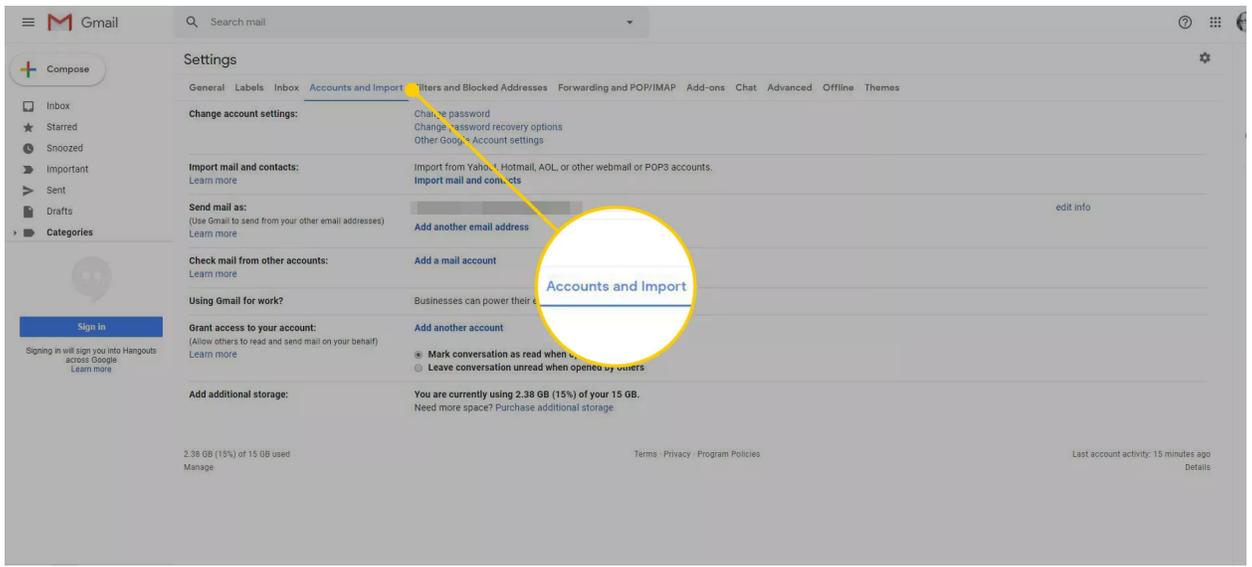
1. Log into Gmail
2. Go to the Gmail toolbar and select **Settings**.



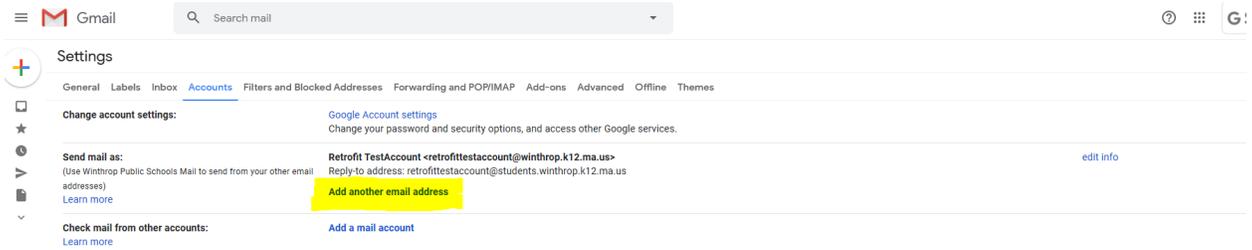
3. Select **Settings**.



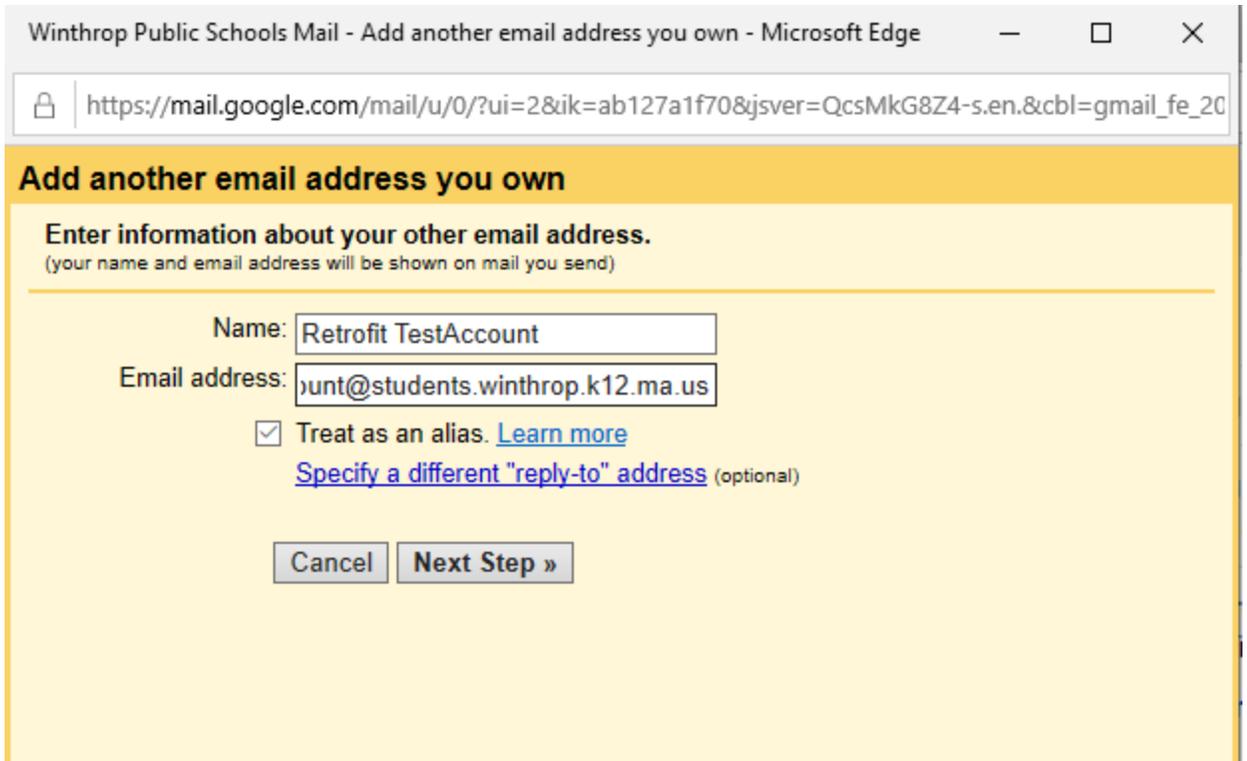
4. Go to the **Accounts** tab



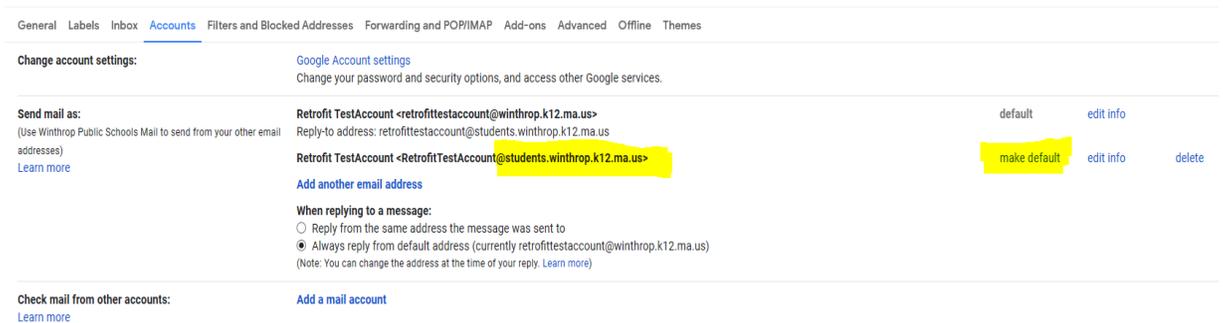
5. In the **Send mail as** section, select **Add another email address**.



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



7. Click Next
8. In the **Send mail as** section, make the new address the default by click “make Default”
Settings



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