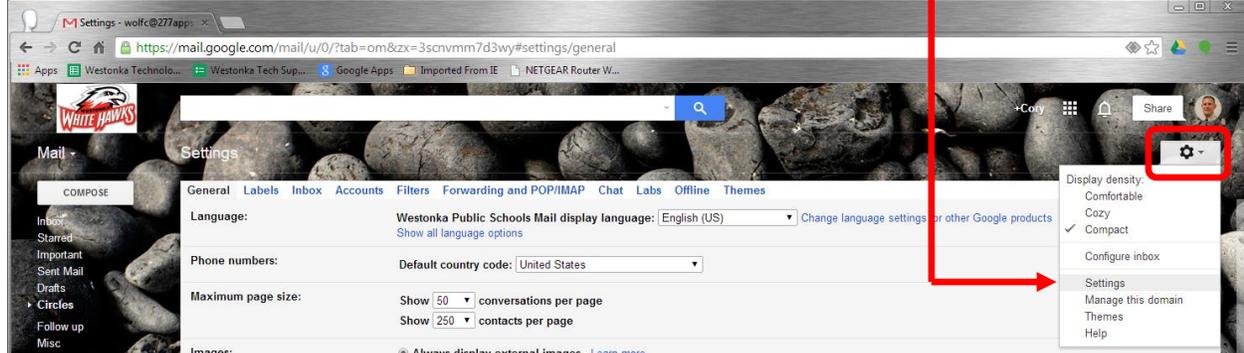
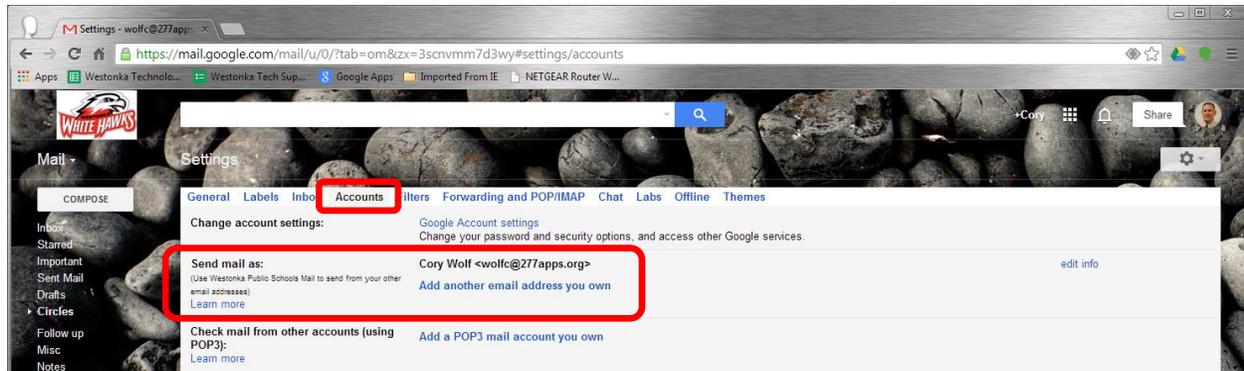


How to update the reply-to address for 277apps.org Google mail

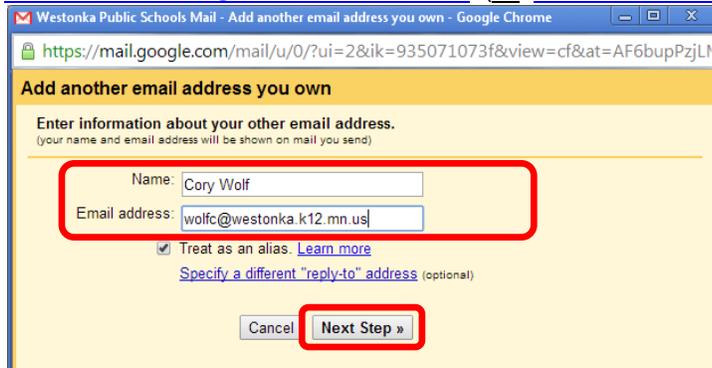
1. Go to <http://mail.google.com> to login into the Google email application, login with your 277apps.org user account and password.
2. In the upper right corner click the gear icons drop down arrow and select "**Settings**".



3. Click the "**Accounts**" tab, locate the "**Send mail as:**" section, and click the "**Add another email address you own**" link

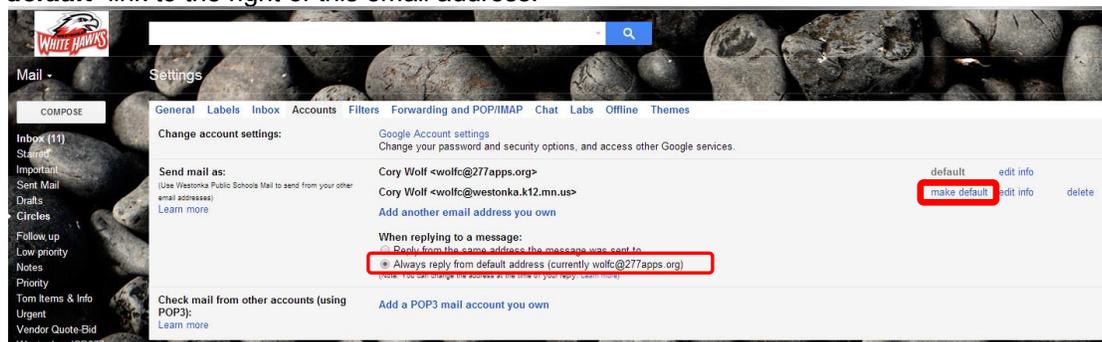


4. You can leave the "**Name:**" fields information, this should already be populated with your (ex: Cory Wolf)
5. Fill in the "**Email address:**" field with your @westonka.k12.mn.us email address. Note, this will be your lastnameinitial@westonka.k12.mn.us (ex: wolfc@westonka.k12.mn.us)



6. Click the "**Next Step >>**" button

- Now you will see your @westonka.k12.mn.us email address added to the “**Send mail as:**” section, click the “**make default**” link to the right of this email address.



- Next, verify the “**Always reply from default address**” (currently your lastnamefirstinitial@westonka.k12.mn.us, ex: wolfc@westonka.k12.mn.us)” option is selected for the “**When replying to a message**” section
- That’s it, you are done.
 - This setup is necessary so anytime you send a new email address or reply to an email message the “Sender” or “From” email address is the staff members @westonka.k12.mn.us email address, not the 277apps.org email address.