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".



 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)
- Fill in the "*Email address:*" field with your *@westonka.k12.mn.us* email address. Note, this will be your <u>lastnamefirstintial@westonka.k12.mn.us</u> (<u>ex</u>: wolfc@westonka.k12.mn.us)



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

7. 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.

Mail -	Settings		
COMPOSE	General Labels Inbox Accounts Filter	s Forwarding and POP/IMAP Chat Labs Offline Themes	
Inbox (11) Starred	Change account settings:	Google Account settings Change your password and security options, and access other Google services.	
Important Sent Mail Drafts Circles Follow, up Low priority Notes Phonty	Send mail as: (Use Wathows Public Schools Mail to send from your other end actionses) Learn more : (Cory Wolf <volfc@277apps.org> Cory Wolf <vvolfc@westonka.k12.mn.us> Add another email address you own When rophyling to a message: Exply from the same address the massage was sand to Exply from default address (currently, volfc@277apps.org) (in the same same same same you way same you</vvolfc@westonka.k12.mn.us></volfc@277apps.org>	default edit info make default edit info delete
Tom Items & Info Urgent Vendor Quote-Bid	Check mail from other accounts (using POP3): Learn more	Add a POP3 mail account you own	

- 8. Next, verify the "*Always reply from default address* (currently your <u>lastnamefirstinitial@westonka.k12.mn.us</u>, ex: <u>wolfc@westonka.k12.mn.us</u>)" option is selected for the "*When replying to a message*" section
- 9. That's it, you are done.
 - a. 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 @<u>westonka.k12.mn.us</u> email address, not the <u>277apps.org</u> email address.