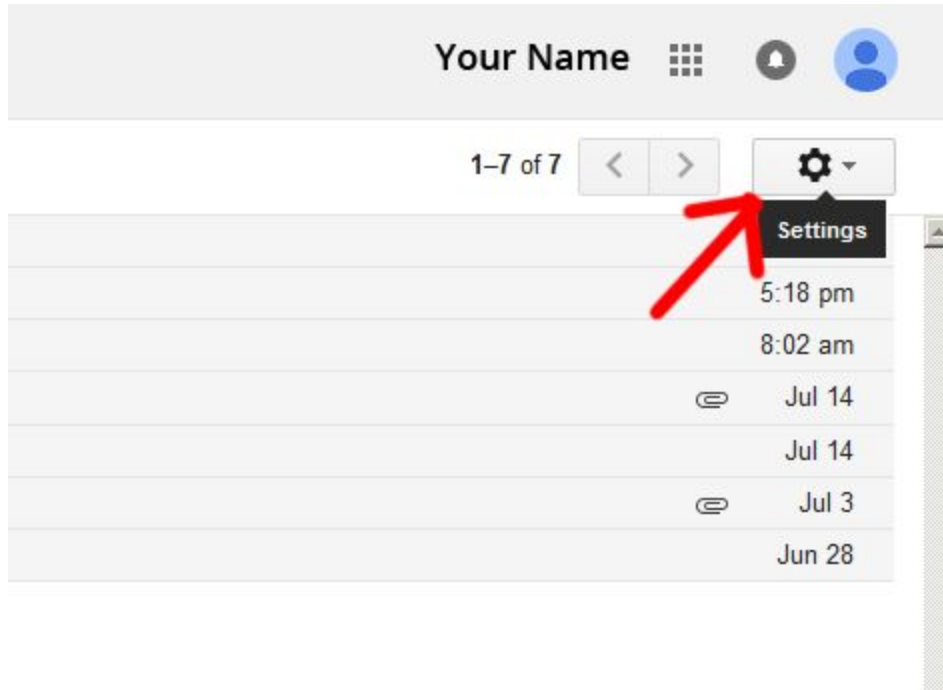
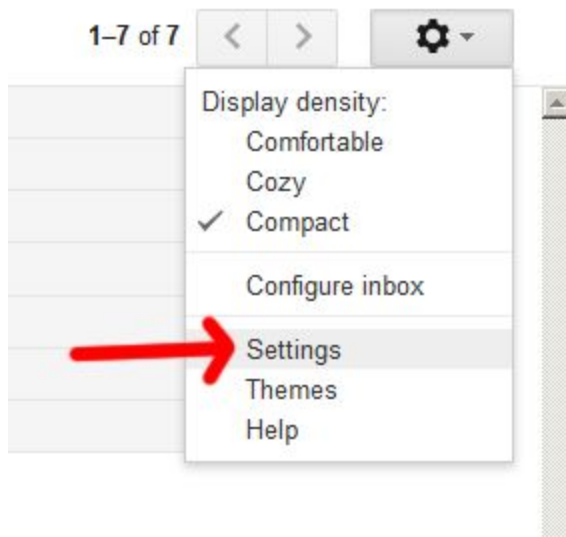


Directions on how to send mail as your @nyac-umc.org from your personal gmail account. In order to receive email from your NYAC email on your personal gmail account you will have to set up mail forwarding (not included in these directions).

- 1) Sign in to your personal gmail account
- 2) Click on the gear icon in the upper right hand corner




- 3) Click on "settings" in the dropdown menu




4) Click on the "Accounts and Import" tab

Settings

**Accounts and Import** | General | Labels | Inbox | Filters | Forwarding and POP/IMAP | Chat | Labs | Offline | Themes

Language: Gmail display language: English (US)   
[Show all language options](#)



5) Click on "Add another email address you own"


Settings

**Accounts and Import** | General | Labels | Inbox | Filters | Forwarding and POP/IMAP | Chat | Labs | Offline | Themes

**Change account settings:** [Change password](#)  
[Change password recovery options](#)  
[Other Google Account settings](#)

**Import mail and contacts:** Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.  
[Learn more](#) [Import mail and contacts](#)

**Send mail as:** [\(Use Gmail to send from your other email addresses\)](#)  
[Learn more](#) **Your name <personal@gmail.com>**  
[Add another email address you own](#)



6) Enter how you want your name to show up when using your NYAC email (ex: Rev. Jane Doe) and your full NYAC email address (ex: jane.doe@nyac-umc.com).

**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:

Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

- 7a) Select 465 from the dropdown menu and select the SSL radio button.
- 7b) Enter in the following information:  
SMTP: smtp.gmail.com  
user: (your full NYAC email address)  
password: (your password)

**Add another email address you own**

Send mail through your SMTP server

Configure your mail to be sent through nyac-umc.com SMTP servers [Learn more](#)

SMTP Server:  Port:

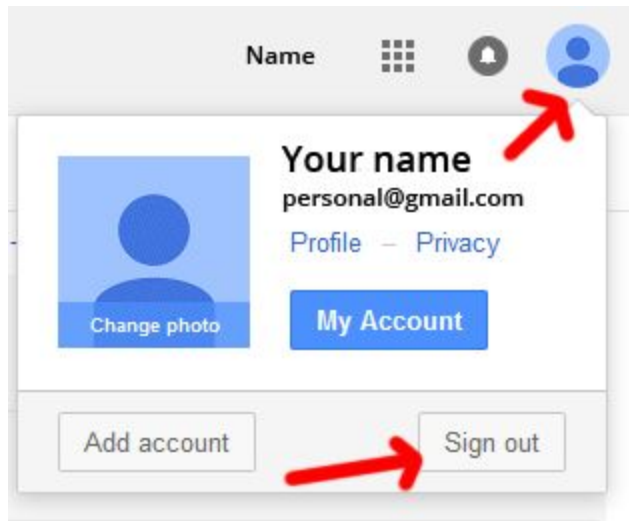
Username:

Password:

Secured connection using [SSL \(recommended\)](#)

Secured connection using [TLS](#)

- 8) Click on your icon in the upper right corner and then click on “Sign out”



- 9) Sign in to your NYAC email account
- 10) Open the confirmation email and follow the directions

You should now be able to compose email sent from your NYAC email address while signed into your personal gmail account.