

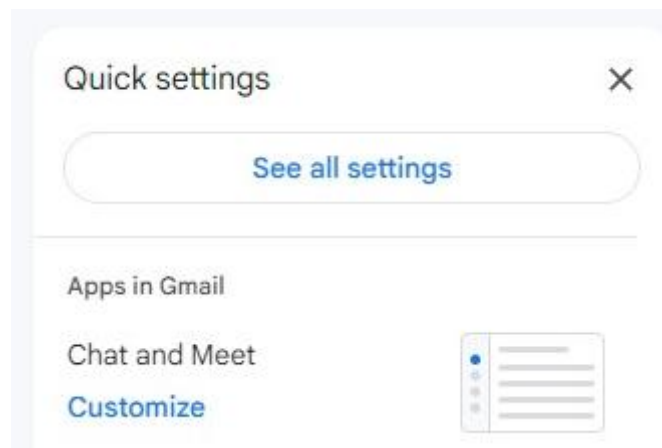
# How to setup email sending in Gmail

## Step 1 - Click on the Settings Cog

In the upper right of your Gmail account there is a big Cog icon, click it.



## Step 2 - Click on See all Settings



## Step 3 - Click on Accounts and Import

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts and Import](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#) [Themes](#)

## Step 4 - Click Add another email address

You will find "Add another email address" in the "Send mail as" section.

Send mail as:  
(Use Gmail to send from your other email addresses)  
[Learn more](#)

Lothal Director <lothal.temple.atl@gmail.com>  
[Add another email address](#)

[edit info](#)

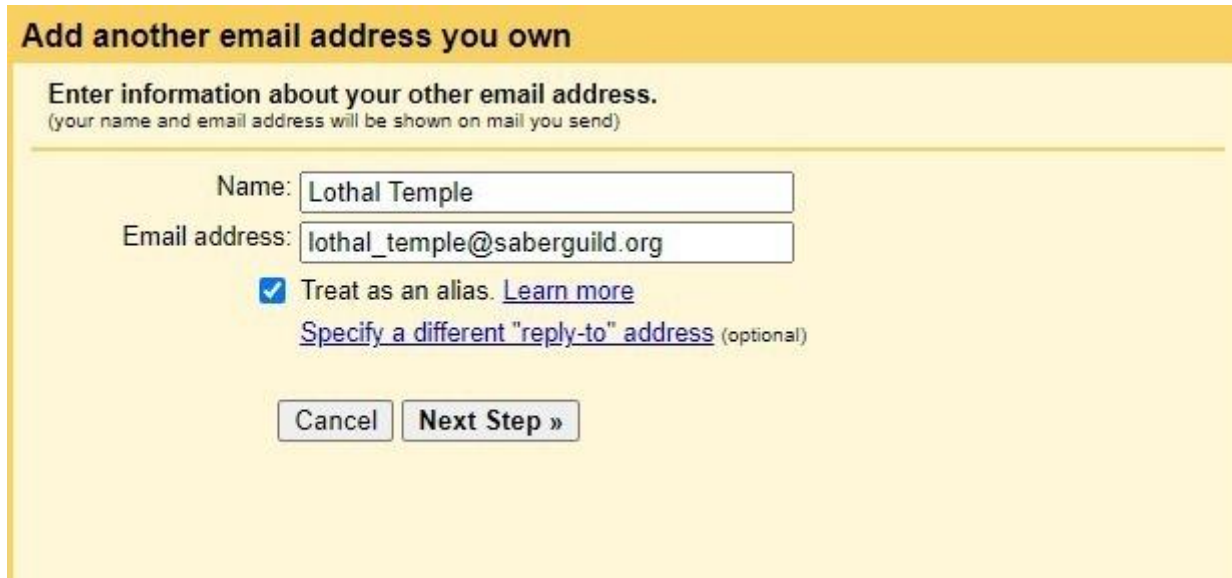
## Step 5 - Fill the fields in the popup window

**Name** : set to what you want the name to be, this should be "<temple name> Temple" for temples or your saber guild council position.

**Email address** : Set this to your official Saber Guild email address

**Treat as an alias** : Leave this checked unless you know what you are doing

Click **Next**

A screenshot of a web form titled "Add another email address you own" in a yellow header. Below the header, the text "Enter information about your other email address." is followed by a note in parentheses: "(your name and email address will be shown on mail you send)". The form contains two text input fields: "Name:" with the value "Lothal Temple" and "Email address:" with the value "lothal\_temple@saberguild.org". Below these fields is a checked checkbox labeled "Treat as an alias." with a link "Learn more" next to it. Underneath the checkbox is a link "Specify a different 'reply-to' address" followed by the word "(optional)". At the bottom of the form are two buttons: "Cancel" and "Next Step »".

**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)

## Step 6 - Set the values for the Saber Guild mail server

**SMTP Server** : Should have automatically been set, make sure it is **mail.saberguild.org**

**Port** : Set to **465**

**Username** : The full email address for your @saberguild.org email account

**Password** : Will have been sent to you separately.

**Secured connection using SSL** : Selected

Click on "Add Account"

**Add another email address you own**

Send mail through your SMTP server

Configure your mail to be sent through saberguild.org SMTP servers [Learn more](#)

SMTP Server:  Port:

Username:

Password:

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

☐ Secured connection using [TLS](#)

## Step 7 - Verify you own the account

For this step, you will need to log into your Saber Guild email account directly.

Go to <https://saberguild.org:2096>

Use your full email address and the password to log in.

## Step 8 - Go to your Inbox

When you log in you will be given a somewhat confusing page, just click on the "open" button on the left side to go to your inbox.

Open your inbox

**roundcube**  
open source webmail software

☐ Open my inbox when I log in

Set up email on your device

Select the device you will use:

Enter an email address that you can access from your device:

Select the configurations that you would like to set up:  
☒ Email

[Automatically configure my device](#)

Manage Your Inbox

## Step 9 - Find and use the verification email

The email should have the subject like 'Gmail Confirmation - Send Mail as lothal\_temple@saberguild.org'

Open this email and click on the Confirm your request link.

## Gmail Confirmation - Send Mail as lothal\_temple@saberguild.org



From **Gmail Team**   
To **lothal\_temple@saberguild.org**   
Date **Today 15:51**

You have requested to add [lothal\\_temple@saberguild.org](mailto:lothal_temple@saberguild.org) to your Gmail account.

Before you can send mail from [lothal\\_temple@saberguild.org](mailto:lothal_temple@saberguild.org) using your Gmail account ([lothal.temple.atl@gmail.com](mailto:lothal.temple.atl@gmail.com)), please click the link below to confirm your request:

[https://mail.google.com/mail/f-%5BANGjdJ-DfOZbOnLMYECbOR9Xilu5YAk2cvLluQ1uV7frHK\\_isuDewG94I](https://mail.google.com/mail/f-%5BANGjdJ-DfOZbOnLMYECbOR9Xilu5YAk2cvLluQ1uV7frHK_isuDewG94I)

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

Thanks for using Gmail!

Sincerely,

The Gmail Team

If you did not make this request, or you don't want to add this email address to your Gmail account, no further action is required.

[lothal.temple.atl@gmail.com](mailto:lothal.temple.atl@gmail.com) cannot send messages using your email address unless you confirm the request by clicking the link above. If you accidentally clicked the link, but you do not want to allow [lothal.temple.atl@gmail.com](mailto:lothal.temple.atl@gmail.com) to send messages

using your address, click this link to cancel this verification:

<https://mail.google.com/mail/g-%5BANGjdJ8Jmn9Z8LubpieftLs4PkkuvSnjLxj7GDnPuaM30XU4uQE0Ke4-I>

To learn more about why you might have received this message, please visit: <http://support.google.com/mail/bin/answer.py?answer=184973>.

Please do not respond to this message. If you'd like to contact the Gmail Team, please log in to your account and click 'Help' at the top of any page. Then, click 'Contact Us' along the bottom of the Help Center.

## Step 10 - Click the Confirm in the new page the opened

You will be presented with a Gmail Confirmation page with a button that says "Confirm", click this and you are done!

## Step 11 - Try it out - Send a mail as your new account

Go back to Gmail and click on Compose. In the Compose window click on the down arrow next to "From" at the top to see your new email address!

Now you can set your "To", "Subject" and a message and away it should go but now as your new account!

make default edit info



## New Message



From Lothal Temple <lothal\_temple@saberguild.org> ▾

To Lothal Director <lothal.temple.atl@gmail.com>

Cc Bcc

Subject Lothal Temple <lothal\_temple@saberguild.org>

Send ▾



Revision #2

Created 23 May 2024 21:27:38 by Gwen Gullett

Updated 23 May 2024 21:30:57 by Gwen Gullett