

Click the gear in the upper right corner.
Click settings.

Settings - auadamc@grn x iSupport@ - MyOpen x

https://mail.google.com/mail/u/1/#settings/accounts

Apps Admin Other OIT Misc New My All NDS EagleData

Google

Click here to enable desktop notifications for Gmail. Learn more Hide

Settings

Accounts and Import Filters Forwarding and POP/IMAP Chat Web Clips Labs

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. [Import mail and contacts](#)

Send mail as:

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

Mail is sent through: mailout.american.edu
Secured connection on port 465 using SSL

[Add another email address you own](#)

When replying to a message:

- Reply from the same address to which the message was sent
- Always reply from default address (currently adam.christensen@american.edu)
(Note: You can change the address at the time of your reply. [Learn more](#))

Check email from other accounts (using POP3): [Add a POP3 mail account you own](#)
[Learn more](#)

Using Gmail for work? Companies can power their email with Gmail for businesses. [Learn more](#)

Grant access to your account:

(Allow others to read and send mail on your behalf) [Learn more](#)

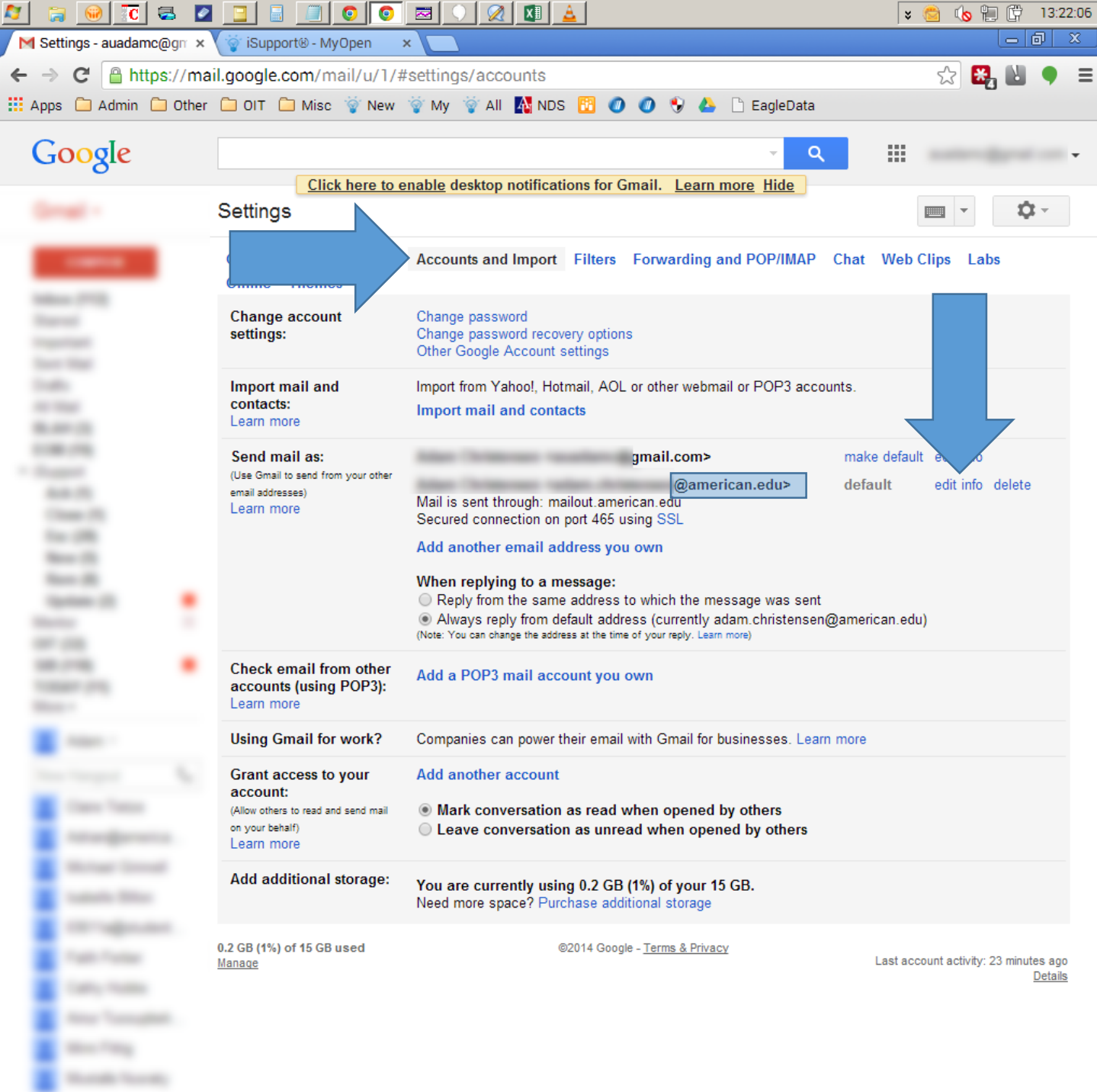
- Mark conversation as read when opened by others
- Leave conversation as unread when opened by others

Add additional storage: You are currently using 0.2 GB (1%) of your 15 GB. Need more space? [Purchase additional storage](#)

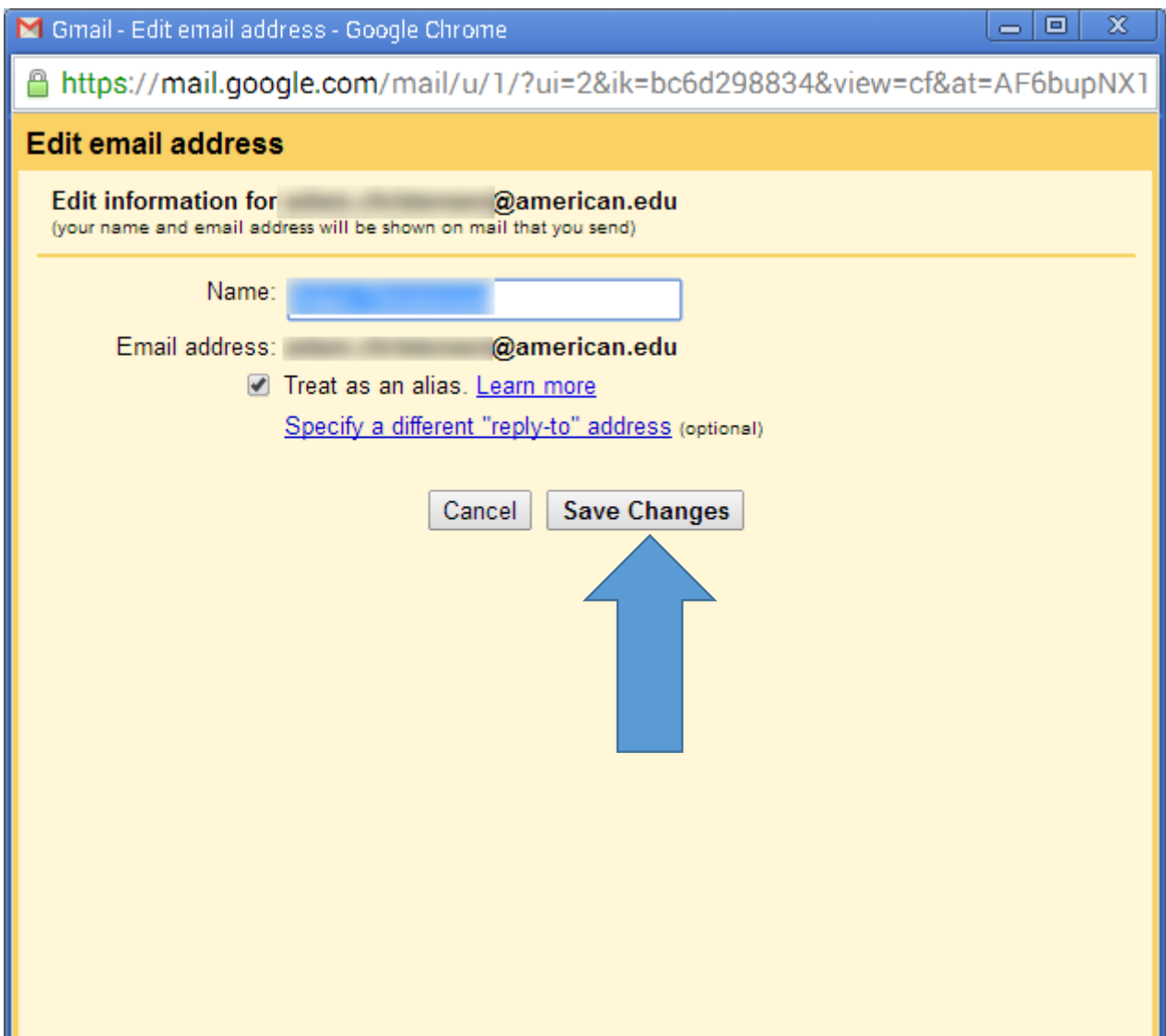
0.2 GB (1%) of 15 GB used [Manage](#)

@2014 Google - [Terms & Privacy](#)

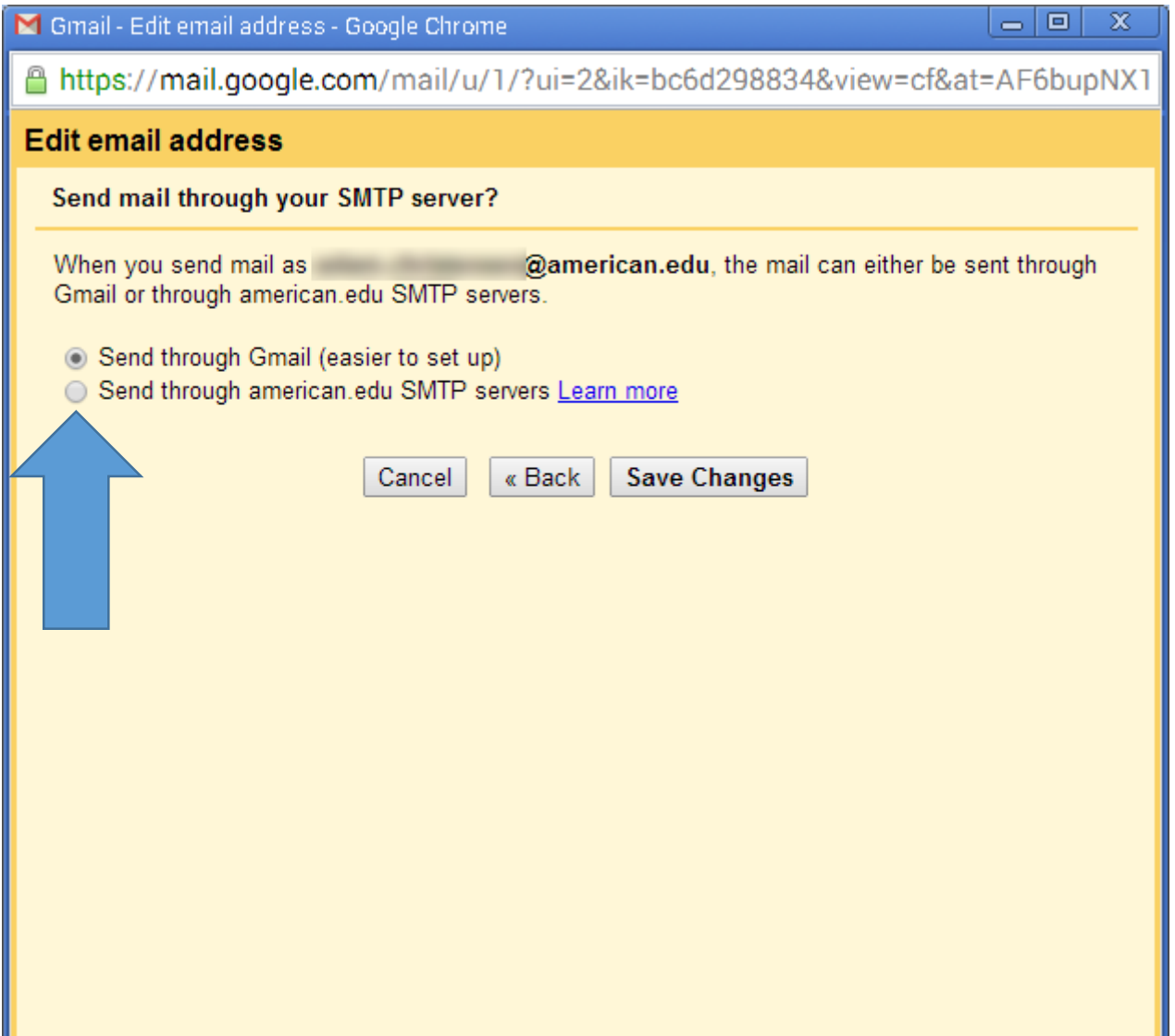
Last account activity: 23 minutes ago [Details](#)



Click Accounts and Import.
Click “edit info” next to your @american.edu address.



No changes are necessary on the first page.
Click Save Changes.



Click "Send through american.edu SMTP servers"

Gmail - Edit email address - Google Chrome

<https://mail.google.com/mail/u/1/?ui=2&ik=bc6d298834&view=cf&at=AF6bupNX1>

Edit email address

Send mail through your SMTP server?

When you send mail as [redacted]@american.edu, the mail can either be sent through Gmail or through american.edu SMTP servers.

Send through Gmail (easier to set up)

Send through american.edu SMTP servers [Learn more](#)

You are currently using: secured connection on port 465 using SSL
To edit, please adjust your preferences below.

SMTP Server: Port:

Username:

Password: [Edit your password](#)

<https://mail.google.com/mail/u/1>

The server and port should be automatically filled out.
Enter your AU network username.
Click "Edit your password".

Gmail - Edit email address - Google Chrome

<https://mail.google.com/mail/u/1/?ui=2&ik=bc6d298834&view=cf&at=AF6bupNX1>

Edit email address

Send mail through your SMTP server?

When you send mail as [redacted]@american.edu, the mail can either be sent through Gmail or through american.edu SMTP servers.

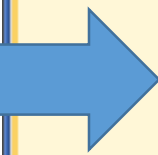
- Send through Gmail (easier to set up)
- Send through american.edu SMTP servers [Learn more](#)

You are currently using: secured connection on port 465 using SSL
To edit, please adjust your preferences below.

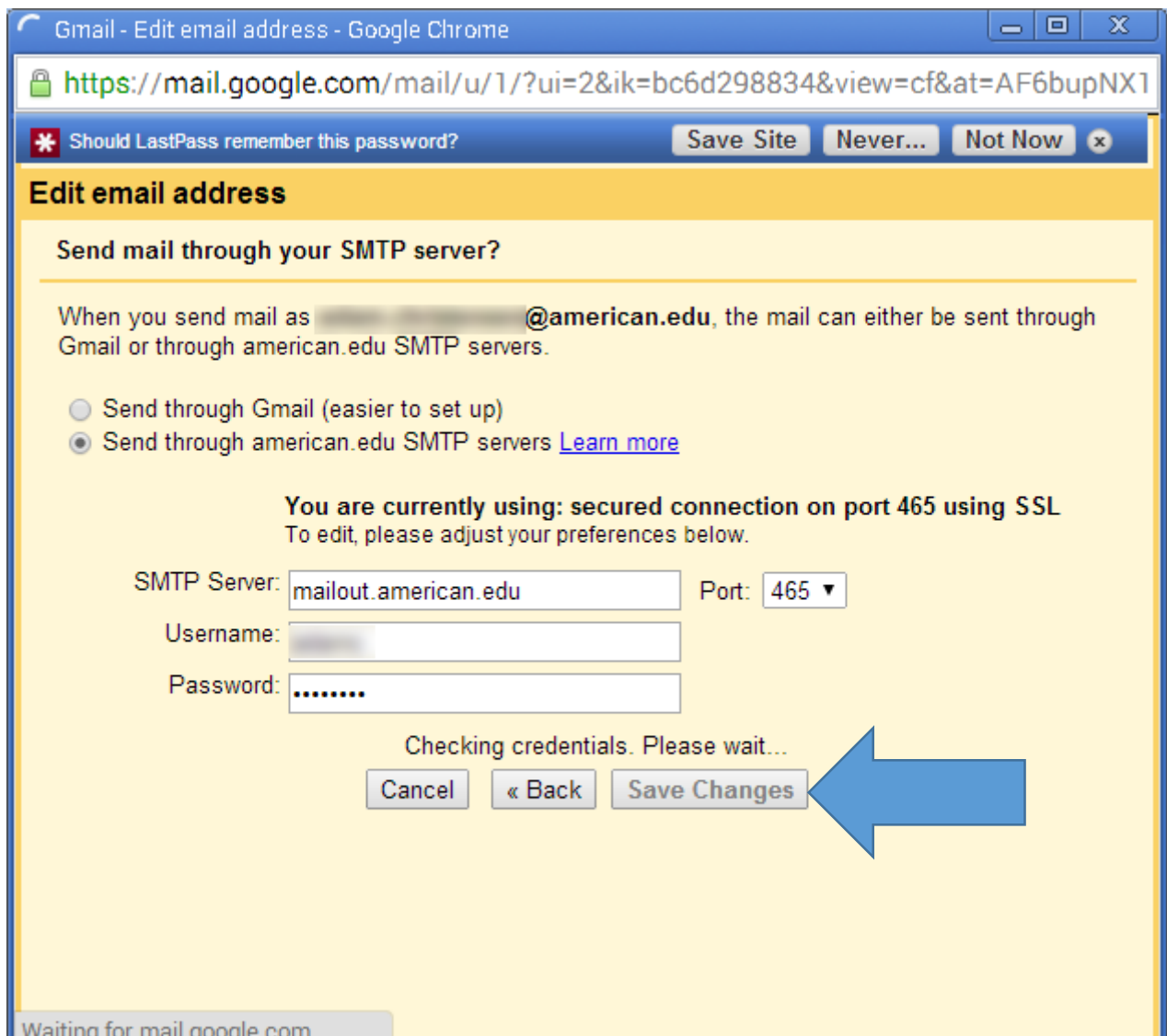
SMTP Server: Port:

Username:

Password:



Enter your AU network password.



Click "Save Changes".

Your Gmail account should be able to send email using your @american.edu email address.