Email

How do I add/use my student organization Google Email Address? (Google Groups Email Address)

Accessing your new Google Group Email:

1. Open your email from [http://mail.my.fit.edu](http://mail.my.fit.edu)

2. Click on [Apps](http://mail.my.fit.edu) from the TRACKS Menu

3. Select [Groups](http://mail.my.fit.edu) from the window that comes up (You may have to click [More](http://mail.my.fit.edu) to see it)

4. Select [My Groups](http://mail.my.fit.edu) from the side menu
5. Select your group in the center pane

My groups in my.fit.edu

5. Click the **My Settings** icon in the top, right corner of your group’s topic page and select **Membership and email settings**

6. In the Membership settings window, click the menu to choose an email subscription option:

   - **No Email**: You do not want to receive messages to the group in your Gmail
Email

inbox, and will only use the Google Groups interface to read and respond to messages

- **Daily Summaries:** You want to receive a summary email of new messages once a day
- **Combined Updates:** You want to receive 25 messages bundled into a single email
- **All Email:** You want to receive an email for each message that is sent to the group

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**My Group membership settings**

**My display name:**

[Blank]

Linked to my my.fit.edu profile and show my photo on posts?

*Use [Blank]@my.fit.edu for this group with the following settings:*

- Don't send email updates
- Send daily summaries
- Send combined updates (25 messages per email)
- Send me an email for every new message (less than 1 per day)

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**To Send As the Google Group Email address from your Gmail account:**

1. Open your email from [http://mail.my.fit.edu](http://mail.my.fit.edu)

2. Click on **Settings** in the upper right hand corner of your email account and select **Settings**
3. Click on **Accounts** in the **Settings** Menu

4. Under **Send mail as**, select **Add another email address you own**

5. In the pop-up window:
Email
For **Name**, enter the display name you want the group to be displayed as.

For **Email Address**, enter the group email address.

Then select **Next Step >>**

6. Select **Send Verification**

7. The Group Box will receive a confirmation email with two options for adding it to your mailbox:

   - Click on the link to add the Group email address to your mailbox
   - Confirmation code to enter and verify to add the Group email address to your mailbox
8. Now in your Mailbox, select **Compose** from the top left menu
9. In the **New Message** window, select the drop down in the **From** field, now you can select to Send As the group email address

10. For more options and settings, please follow this link, [http://blog.ditoweb.com/search/label/google%20groups](http://blog.ditoweb.com/search/label/google%20groups)

Unique solution ID: #1350
Author: Patrick McRae
Last update: 2015-01-14 21:44