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 from the TRACKS Menu

3. Select Groups from the window that comes up (You may have to click More to see it)

4. Select My Groups from the side menu
5. Select your group in the center pane

My groups in my.fit.edu

My Group
(Owner) Manage
My Group for how to create a Google Group Email Address, my-group@my.fit.edu

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

7. 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

My Group membership settings

My display name:

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

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

- Don’t send email updates
- 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)

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)

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