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

2. Click on Apps from the TRACKS Menu

![Apps Menu]

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

![Groups Menu]

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:
Email

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

[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
- 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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