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:
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

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
Add another email address you own

Confirm verification and add your email address

An email with a confirmation code was sent to my-group@my.fit.edu. [Resend email]

To add your email address, do one of the following:

Click on the link in the confirmation email |

Enter and verify the confirmation code

Verify

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

![Image of New Message window with 'My Group' selected in the From field]

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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