



## EBR Student Gmail Account

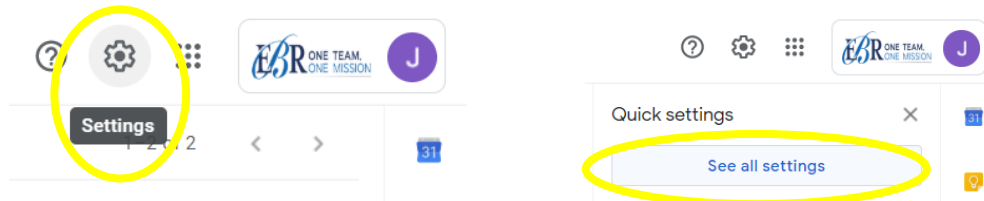
**NOTE: Your EBR Student Gmail address is your EBR username followed by @ebrstudents.org (use this when sending or receiving emails)**

Follow these steps to configure your EBR Student Gmail account:  
(The examples given here are for illustrative purposes only. Use your own EBR username in place of JDOE.)

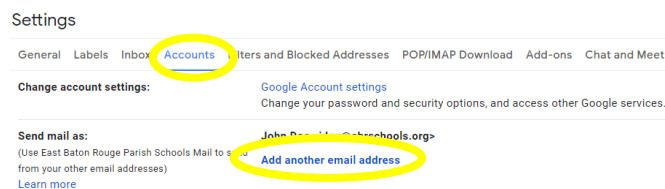
1. Go to **mail.google.com**. Sign in using your EBR username and password.  
Remember, your username for Google ends with “@EBRschools.org”



2. Click the **gear** icon near the top right corner. Then click **See all settings**.



3. Choose **Accounts**. Then choose **Add another email address**.



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4. Enter your EBR Gmail address. It is your EBR username followed by “@ebrstudents.org”  
Then select **Next Step>>**
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Leave the checkmark  
in the box for  
“Treat as an alias.”

### Add another email address you own

**Enter information about your other email address.**  
(your name and email address will be shown on mail you send)

Name:

Email address:

Treat as an alias. [Learn more](#)  
[Specify a different "reply-to" address](#) (optional)

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5. Choose **make default** for the email address that ends with @ebrstudents.org.

6. Select **Always reply from default address (currently jdoe@ebrstudents.org)**.
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## Settings

General Labels Inbox **Accounts** Filters and Blocked Addresses POP/IMAP Download Add-ons Chat and Meet Advanced Offline Themes

### Change account settings:

[Google Account settings](#)

Change your password and security options, and access other Google services.

### Send mail as:

(Use East Baton Rouge Parish Schools Mail to send from your other email addresses)  
[Learn more](#)

John Doe <jdoe@ebrschools.org>

John Doe <jdoe@ebrstudents.org>

[Add another email address](#)

default edit info

make default

edit info

delete

### When replying to a message:

Reply from the same address the message was sent to

Always reply from default address (currently jdoe@ebrstudents.org)

(Note: you can change the address at the time of your reply.)

### Check mail from other accounts:

[Learn more](#)

[Add a mail account](#)

**NOTE: Your EBR Gmail address is your EBR username followed by @ebrsupport.org (use this when sending or receiving emails)**