Email Accounts for EBR Support Staff
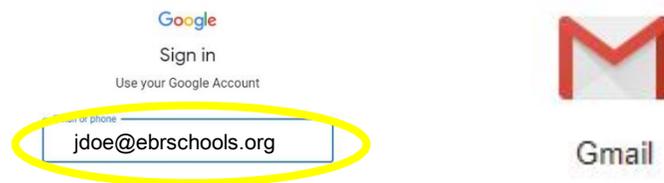
NOTE: Your EBR *Gmail address* is your
EBR username followed by *@ebrsupport.org* (use this when sending or receiving emails)
However, your *Google Sign in* is your
EBR username followed by *@ebrschools.org* (use this when signing in to Google)

You must know your EBR username and password before configuring your Gmail account. If you do not know your EBR username and password, go to *PASS.EBRSCHOOLS.org* to learn your username and/or set your password.
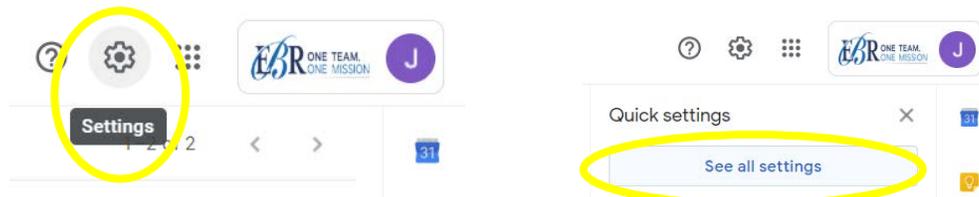
Follow these steps to configure your EBR Gmail account:
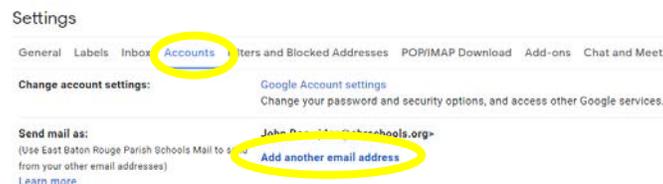(The examples given here are for illustrative purposes only. Use your own EBR username in place of JDOE.

1. Go to *mail.google.com*. Sign in using your EBR username and the password you set in PASS. Remember, your username for Google ends with "@EBRschools.org"

Google
Sign in
Use your Google Account

jdoe@ebrschools.org

Gmail

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

Settings

Quick settings   ✕

See all settings

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

Settings

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

Change account settings: Google Account settings
                                Change your password and security options, and access other Google services.

Send mail as: John Doe <jdoe@ebrschools.org>
(Use East Baton Rouge Parish Schools Mail to send
from your other email addresses)   Add another email address
Learn more

4. Enter your EBR Gmail address. It is your EBR username followed by "@ebr<mark>support</mark>.org"
   Then select *Next Step>>*

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: John Doe

Email address: jdoe@ebrsupport.org

☑ Treat as an alias. Learn more

Specify a different "reply-to" address (optional)

Cancel   Next Step »

5. Choose *make default* for the email address that ends with @ebr<mark>support</mark>.org.

6. Select *Always reply from default address (currently jdoe@ebrsupport.org).*

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: John Doe <jdoe@ebrschools.org>   default   edit info
(Use East Baton Rouge Parish Schools Mail to send   John Doe <jdoe@ebrsupport.org>   make default   edit info   delete
from your other email addresses)
Learn more   Add another email address

                                When replying to a message:
                                ○ Reply from the same address the message was sent to
                                ● Always reply from default address (currently jdoe@ebrsupport.org)
                                (Note: You can change the address at the time of your reply. Learn more)

Check mail from other accounts: Add a mail account
Learn more

For more information, go to EBR.TECHNOLOGY

NOTE: Your EBR *Gmail address* is your
EBR username followed by *@ebrsupport.org* (use this when sending or receiving emails)
However, your *Google Sign in* is your
EBR username followed by *@ebrschools.org* (use this when signing in to Google)