

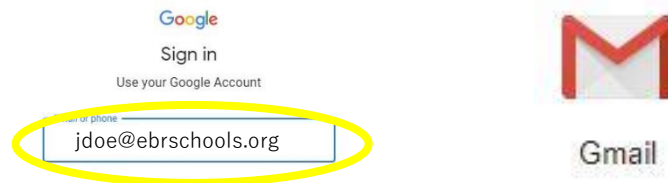


EBR Student Gmail Account

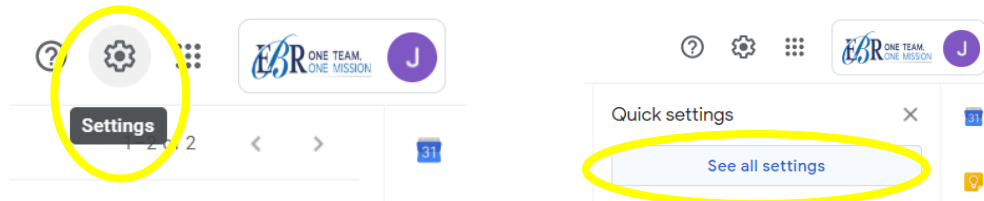
NOTE: Your EBR Student Gmail address is your EBR username followed by @ebrstudents.org (use this when sending or receiving emails)

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.)

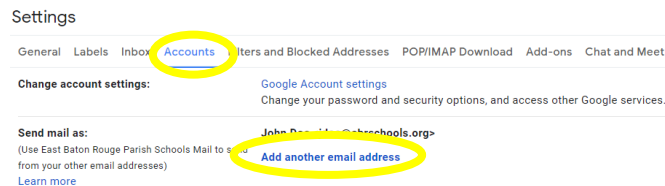
1. Go to **mail.google.com**. Sign in using your EBR username and password.
Remember, your username for Google ends with “@EBRschools.org”



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



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



4. Enter your EBR Gmail address. It is your EBR username followed by “@ebrstudents.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:

Email address:

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

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

6. Select **Always reply from default address (currently jdoe@ebrstudents.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:

(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](#)

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