

# District 90 Toastmasters Gmail Setup Guide

The following is a step to step guide on how to set up a new Club or District officer email address from your existing Gmail account. The result is that you will have two email addresses to send emails from Gmail:

- Your existing personal Gmail email address (e.g. [myusername@gmail.com](mailto:myusername@gmail.com)) – emails will look like they come from you personally
- Your new Club or District officer email address (e.g. [am@d90toastmasters.org.au](mailto:am@d90toastmasters.org.au)) – emails will look like they come from you as the Administration Manager

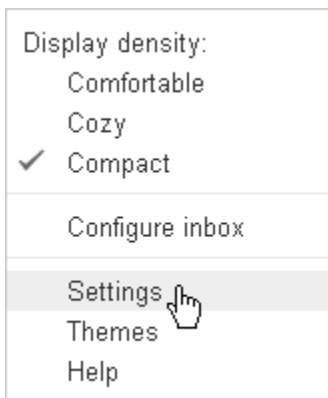
## Setting up your new Club or District officer email address

Follow these steps:

1. Open up your Gmail, move your mouse pointer up to the top right hand corner of the screen and hover over the cog to show “Settings”.



2. Click the left mouse button and move the pointer down to “Settings”.



3. Click the left mouse button. The Settings page displays.

### Settings

**General** **Labels** **Inbox** **Accounts and Import**

4. Click the “Accounts and Import” tab. Move the pointer down to the third section “Send mail as:”. Move the mouse over to the centre and click the “Add another email address” link. The “Add another email address you own” page displays, with the “Enter information about your other email address” screen.

**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. Type your name or position, and your email address. Uncheck the “Treat as an alias checkbox”. It looks like this:

**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)

6. Click the “Next Step” button. The “Send mail through your SMTP server” screen displays. Delete the suggested SMTP Server (whatever it is) and the suggested username.

**Send mail through your SMTP server**

Configure your mail to be sent through d90toastmasters.org.au SMTP servers [Learn more](#)

SMTP Server:  Port:

Username:  **Delete**

Password:

Secured connection using [TLS \(recommended\)](#)  
 Secured connection using [SSL](#)

7. Replace these with the Gmail SMTP server (smtp.gmail.com) and your own Gmail username (e.g. myusername). It looks like this:

**Send mail through your SMTP server**

Configure your mail to be sent through d90toastmasters.org.au SMTP servers [Learn more](#)

SMTP Server:  Port:

Username:  **Replace with**

Password:

Secured connection using [TLS \(recommended\)](#)  
 Secured connection using [SSL](#)

**IMPORTANT**

**Do not click the “Add Account” button yet.**

**Check for 2-Step Verification:**

8. The password you enter above depends on whether your Gmail account has 2-step verification turned on. Do you have 2-step verification turned on?

If	Then
Yes	Go to Step 9.  <b>Note:</b> If you try to continue from Step 9 and see an error message such as “The setting you are looking for is not available”, then 2-step verification is <b>not</b> turned on. Continue from Step 15.
No	Go to Step 15.

## With 2-Step Verification Turned On:

9. You must generate a new application-specific password for your new email address. This will be entered in the Password field above. Go to <https://support.google.com/mail/answer/1173270?hl=en>.
10. Click the “How to generate an App password” link and follow the instructions to generate an App password. The instructions are:
  - **Step 1:** Visit the [App passwords](#) page.
  - **Step 2:** Select the Gmail app you want to use (**Mail**)
  - **Step 3:** Select the device you want to use (e.g. **iPhone**, **Windows computer**, etc.). If you have more than one device, select the one you will mostly use.
  - **Step 4:** Click the “Generate” button. The following screen displays with instructions.

Generated app password

Your app password for Windows Computer



- **Step 5:** Copy the app password (e.g. “abcdefghijklmnop”) and return to the “Send mail through your SMTP server” screen, and paste the password. It looks like this:

**Send mail through your SMTP server**

Configure your mail to be sent through d90toastmasters.org.au SMTP servers [Learn more](#)

SMTP Server:  Port:

Username:

Password:

Secured connection using [TLS \(recommended\)](#)

Secured connection using [SSL](#)

- **Step 6:** Click “Done” on the App passwords page.

11. Click the “Add Account” button. A verification screen displays.

**Confirm verification and add your email address**

Congratulations, we successfully located your other server and verified your credentials. Just one more step!

An email with a confirmation code was sent to [am@d90toastmasters.org.au](mailto:am@d90toastmasters.org.au). [Resend email](#)

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

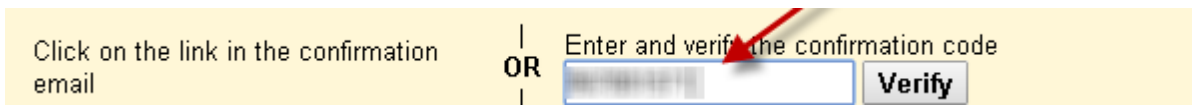
Click on the link in the confirmation email **OR**  Enter and verify the confirmation code

[Close window](#)

12. Go to your email and obtain the confirmation code for the new email address.

Subject **Gmail Confirmation - Send Mail as am@d90toastmasters.org.au**  
 To Me <am@d90toastmasters.org.au>★  
 You have requested to add [am@d90toastmasters.org.au](mailto:am@d90toastmasters.org.au) to your Gmail account.  
 Confirmation code: [REDACTED]

13. Enter it into the verification field and click the “Verify” button.



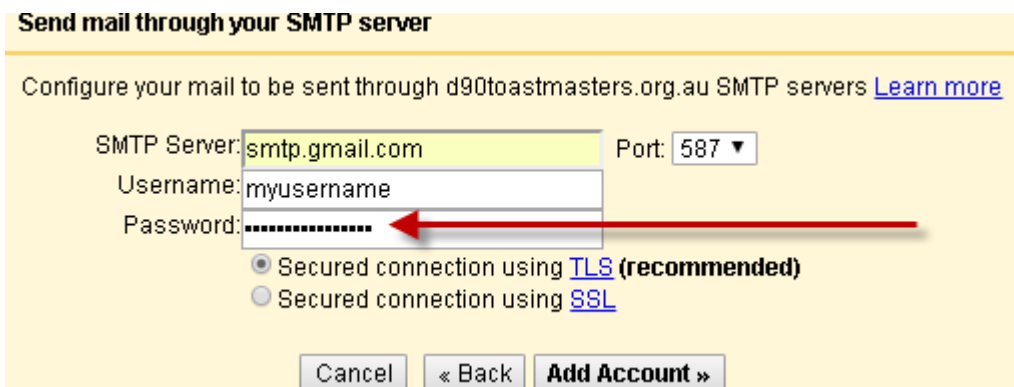
14. Go to Step 21.

**Without 2-Step Verification Turned On:**

15. You can use your own password for your new email address. This will be entered in the Password field above. But first you must make sure that the “Allow less secure apps setting” is **ON**. Go to <https://myaccount.google.com/lesssecureapps>. What is the current setting?

If	Then
<b>ON</b>	Go to Step 16.
<b>OFF</b>	Turn it <b>ON</b> , log off your Gmail account, cancel out of your current Gmail screens, log on to Gmail again, and restart this procedure from Step 1.

16. Enter your own password in the “Send mail through your SMTP server” screen.



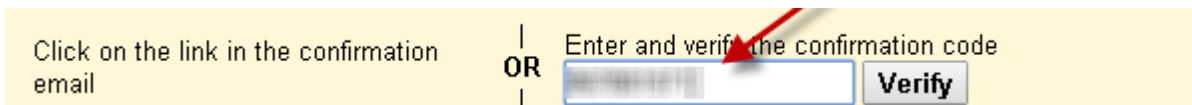
17. Click the “Add Account” button. What displays?

If	Example	Then
<b>A verification screen</b>	<p><b>Confirm verification and add your email address</b></p> <p>Congratulations, we successfully located your other server and verified your credentials. Just one more step!</p> <p>An email with a confirmation code was sent to <a href="mailto:am@d90toastmasters.org.au">am@d90toastmasters.org.au</a>. <a href="#">Resend email</a></p> <p>To add your email address, do one of the following:</p> <p>Click on the link in the confirmation email <b>OR</b> Enter and verify the confirmation code</p> <p style="text-align: center;"> <input type="text"/> <input type="button" value="Verify"/> </p> <p style="text-align: center;"><a href="#">Close window</a></p>	Go to Step 18.
<b>An error message</b>	<p><b>Authentication failed. Please check your username/password and <a href="#">Less Secure Apps access for johnnewtm.</a></b></p> <p><a href="#">Show error details</a></p>	Recheck the less secure apps setting. Go to Step 15.

18. Go to your email and obtain the confirmation code for the new email address.



19. Enter it into the verification field and click the “Verify” button.



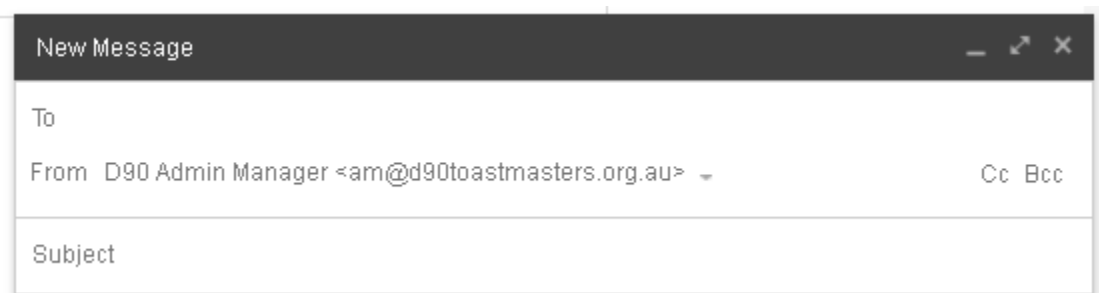
20. Go to Step 21.

### Success and Finish Up:

21. The new verified email is now listed in your “Accounts and Import” tab (along with your main email address).

## Sending an email with your new Club or District officer email address

1. To send an email (e.g. from [am@d90toastmasters.org.au](mailto:am@d90toastmasters.org.au)), click on Compose, move the mouse pointer over to the “From” box , click on the drop down arrow click on D90 Admin Manager [am@d90toastmasters.org.au](mailto:am@d90toastmasters.org.au). It looks like this:



2. Your email can now be composed and sent.