

District 90 Toastmasters Gmail Setup Guide

The following is a step-by-step guide on how to set up a new Toastmasters 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**:

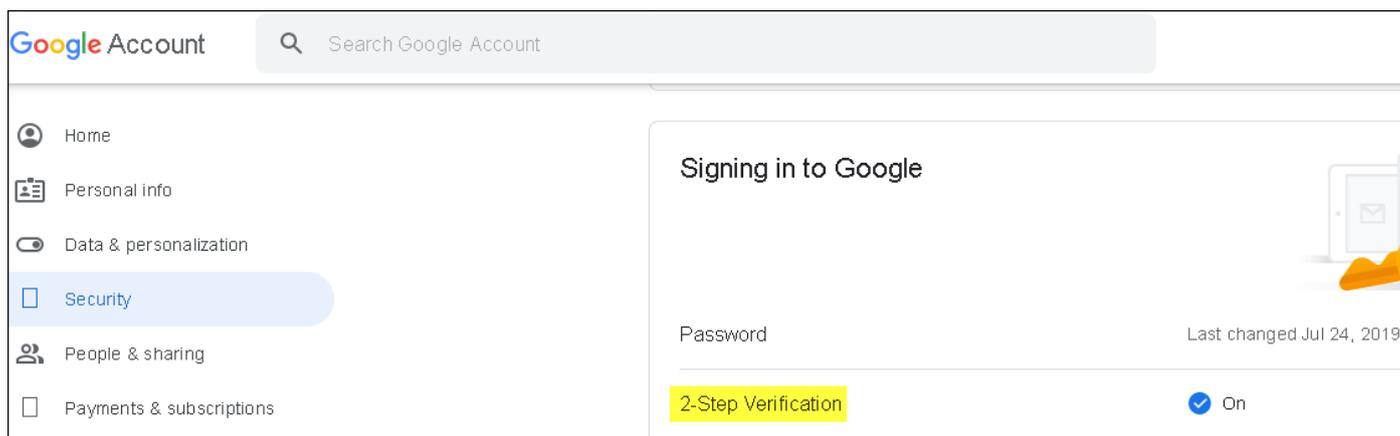
- Your existing personal Gmail email address (e.g. myusername@gmail.com) – emails will look like they come from you personally
- Your new Club or District officer email address (e.g. d90demo@d90toastmasters.org.au) – emails will look like they come from you as the (hypothetical) D90 Demo District officer.

What this means in practice is that, if someone **sends** an email to d90demo, you can **reply** to it as d90demo.

Note: This guide covers Gmail. Other free email apps allow you to set things up the same way. Please talk to the Postmaster if you want advice on Yahoo, Outlook, or Hotmail setup.

Prerequisites

- In Gmail, **2-Step Verification** must be **On** before you begin to add a new email address.



Setting up your new Club or District officer email address

The following steps show the most logical order to set up your new Club or District officer email address.

Follow these steps:

1. Log on to your Gmail.

Go to your Google account page:

Note: You must go to your Google Account page to create a new app password for the new Club or District officer email address you will create. This new app password is different from your personal Gmail password – it is required by Gmail for security reasons.

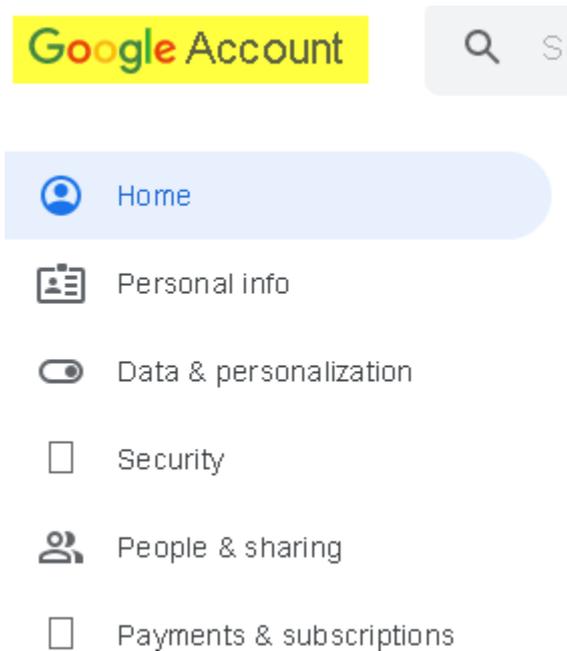
2. Move your mouse pointer up to the top right hand corner of the screen, and hover over the letter that is displayed.



3. Click the letter and move the pointer down to "Manage your Google Account".

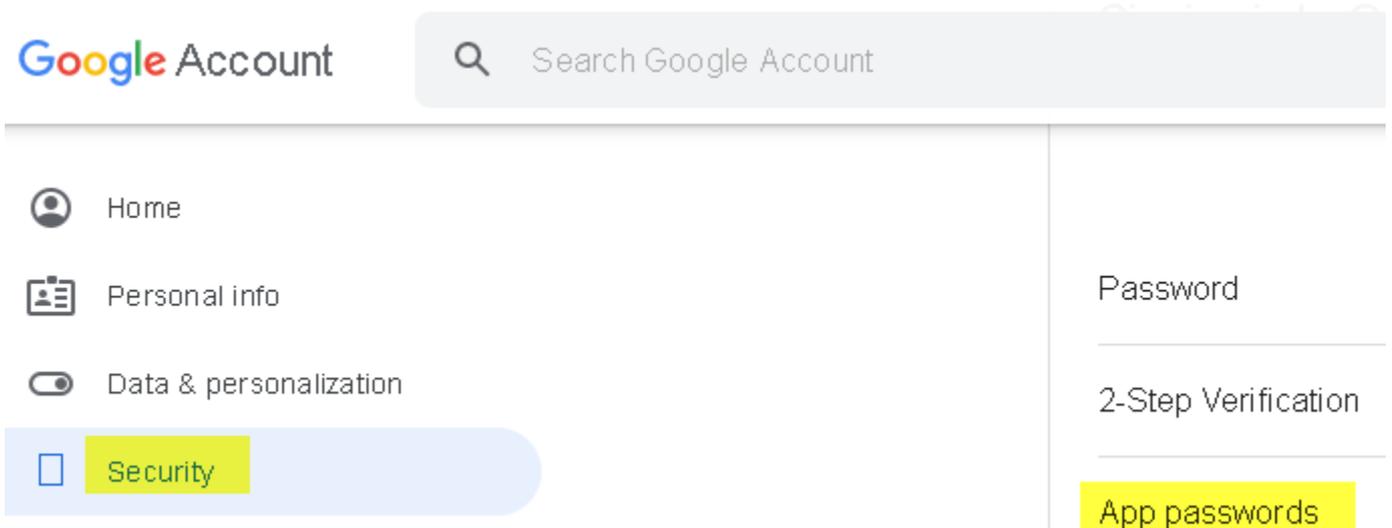
Manage your Google Account

4. Click “Manage your Google Account”. The Google Account page displays.

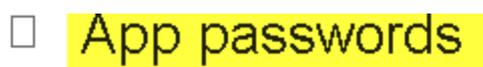


Generate the app password:

5. Click “Security”, scroll down the page, and then click “App passwords”. For extra security, Google may ask you to re-enter your personal Gmail password. If so, re-enter the password.



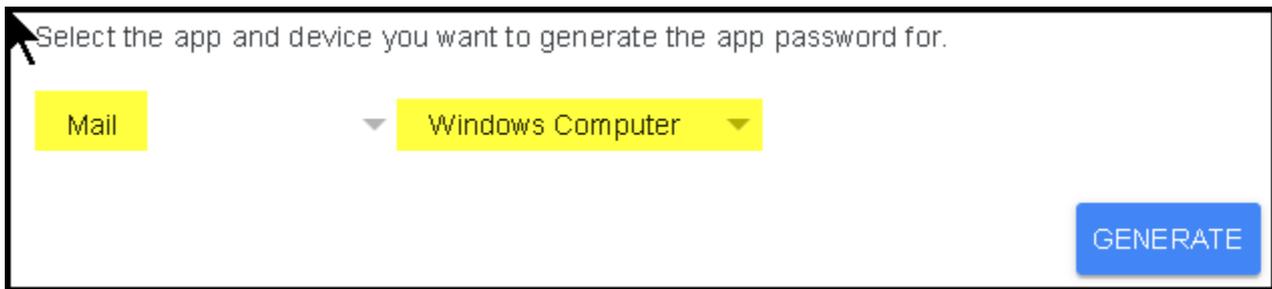
6. Click “Next” and the App passwords page displays.



App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)



7. Select the Gmail app you want to use (**Mail**) and 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.



8. Click the “Generate” button. The following screen displays your app password.

Generated app password

Your app password for Windows Computer

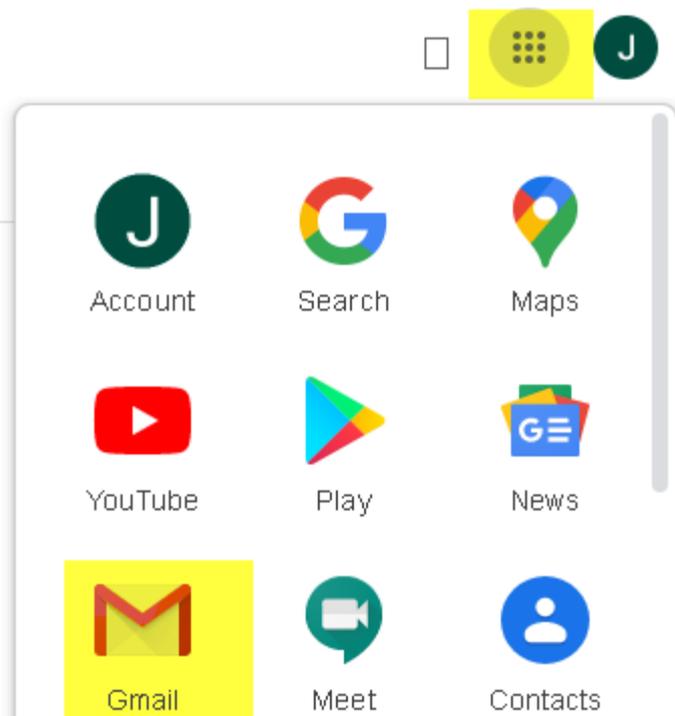


9. **Save the password** (e.g. “abcdefghijklmnop”). **You will need the password later in these steps.** Click “DONE”. The “App passwords” page displays again.

Return to your Gmail:

Note: You must now return to your Gmail to create the new Club or District officer email address.

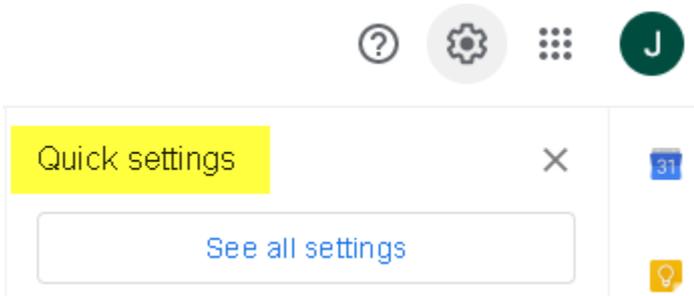
10. Click the Google apps symbol at top right hand corner of the screen and click Gmail. This returns you to your Gmail.



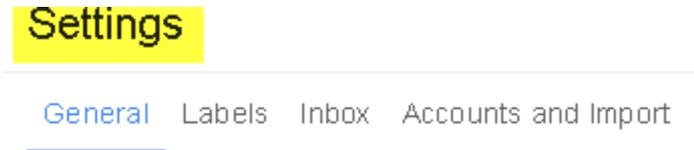
11. Move your mouse pointer up to the top right hand corner of the screen and hover over the “Settings” cog.



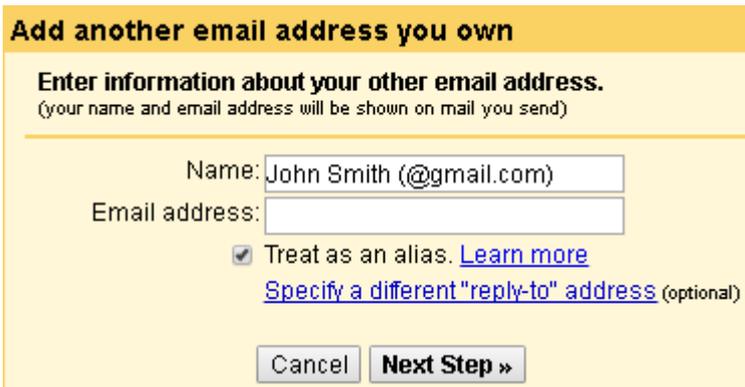
12. Click the “Settings” cog. The “Quick settings” area displays on the right hand side of the Gmail screen.



13. Click “See all settings”. The Settings page displays.

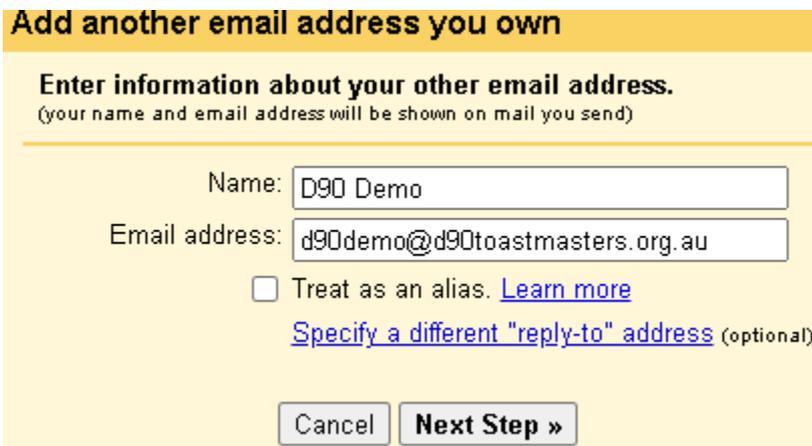


14. Click the “Accounts and Import” tab. Move the pointer down to the third section “Send mail as:”. Move the mouse over to the centre and click the “Add another email address” link. The “Add another email address you own” page displays, with the “Enter information about your other email address” screen.



Add the new Club or District officer email address:

15. Type your Toastmasters name or position (e.g. D90 Demo, District Director, Western Division Director, Area 1 Director, etc.), and your new Club or District officer email address (e.g. d90demo@d90toastmasters.org.au). Uncheck the “Treat as an alias checkbox”. It looks like this:



16. 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.

Add another email address you own

Send mail through your SMTP server

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

SMTP Server: mail.d90toastmasters.org.au Port: 587

Username: d90demo

Password: [Redacted]

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

Secured connection using [SSL](#)

Delete

17. Replace these with the Gmail SMTP server (smtp.gmail.com), your own Gmail username (e.g. myusername), and the app password **you created earlier** (e.g. “abcdefghijklmnop”). It looks like this:

Add another email address you own

Send mail through your SMTP server

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

SMTP Server: smtp.gmail.com Port: 587

Username: myusername

Password: [Redacted]

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

Secured connection using [SSL](#)

Replace with

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

Add another email address you own

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 **d90demo@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](#)

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

Gmail Confirmation - Send Mail as d90demo@d90toastmasters.org.au

☆ GT **Gmail Team** <gmail-noreply@google.com> to Me <d90demo@d90toastmasters.org.au>

You have requested to add d90demo@d90toastmasters.org.au to your Gmail account.
Confirmation code: 448475461

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

Add another email address you own

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 **d90demo@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

448475461

Verify

[Close window](#)

Success and Finish Up:

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

Send mail as:

(Use Gmail to send from your other email addresses)

[Learn more](#)

D90 Demo <d90demo@d90toastmasters.org.au>

Not an alias.

Mail is sent through: smtp.gmail.com

Secured connection on port 587 using TLS

[Add another email address](#)

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

1. To send an email with the new email address (e.g. from d90demo@d90toastmasters.org.au), click on Compose, move the mouse pointer over to the “From” box, click on the drop down arrow click on D90 Demo d90demo@d90toastmasters.org.au. It looks like this:

The screenshot shows a 'New Message' window in Gmail. The 'From' field is set to 'D90 Demo <d90demo@d90toastmasters.org.au>'. The 'To' field is empty, and the 'Subject' field is also empty. The window title is 'New Message' and it has standard window controls (minimize, maximize, close).

2. Your email can now be composed and sent with your new Club or District officer email address.

Change history

Date	Rev	
22 June 2020	4	Added new section: Prerequisites (to explain that 2-Step Verification must be On). Rewrote procedure to improve the flow.
4 July 2017	3	Added two options: how to add a new email address when 2-Step Verification is: <ul style="list-style-type: none">• On• Off
12 June 2016	2	Added new section: Sending an email with your new Club or District officer email address.
18 June 2015	1	First version.