

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. [vpe@parramattatm.org.au](mailto:vpe@parramattatm.org.au)) – emails will look like they come from you as the VPE

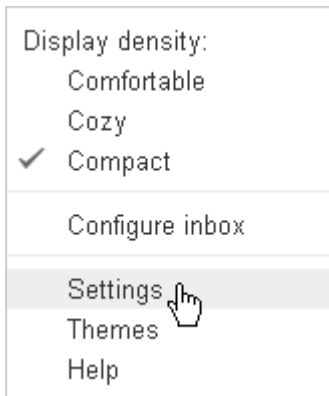
## Setting up your new Club or District officer email address

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 you own” 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 and replace it with the Gmail SMTP server (smtp.gmail.com). Enter your own Gmail username (e.g. myusername). It looks like this:

**Send mail through your SMTP server**

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

SMTP Server:  Port:

Username:

Password:

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

Secured connection using [SSL](#)

7. **Do not click the “Add Account” button yet.** Now you need to generate a new application-specific password that will be used 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> and read the steps.
8. Click the [Authorizing applications & sites page](#) link and log on to your Gmail account again. The App passwords page displays. Down the bottom of the page, you’ll see where you select the app and device.

Select app ▼ on my Select device ▼ GENERATE

9. 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.

Mail ▼ on my Windows Computer ▼ GENERATE

10. Click the “Generate” button. The following screen displays **plus** you are sent an email with a verification code.

Generated app password

Your app password for Windows Computer



11. Copy the app password (e.g. “abcdefghijklmnop”, 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 parramattatm.org.au SMTP servers [Learn more](#)

SMTP Server: smtp.gmail.com Port: 587 ▼

Username: myusername

Password: ..... ←

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

Secured connection using [SSL](#)

Cancel « Back Add Account »

12. Click the “Add Account” button. A verification screen displays. Go to your email and obtain the confirmation code for the new email address.



You have requested to add [vpe@parramattatm.org.au](mailto:vpe@parramattatm.org.au) to your Gmail account. Confirmation code: ..... ←

Before you can send mail from [vpe@parramattatm.org.au](mailto:vpe@parramattatm.org.au) using your Gmail account (.....@gmail.com), please click the link below to confirm your request:

<https://mail.google.com/mail/.....>

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

### 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 **vpe@parramattatm.org.au**. [[Resend email](#)]  
To add your email address, do one of the following:

Click on the link in the confirmation email

OR

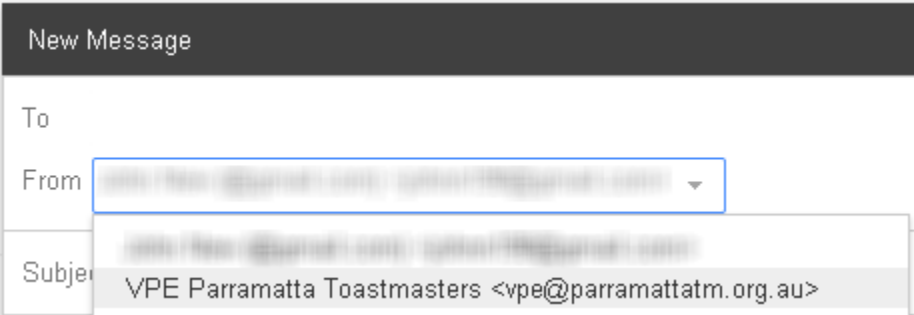
Enter and verify the confirmation code

Verify

14. 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 [vpe@parramattatm.org.au](mailto:vpe@parramattatm.org.au)), click on Compose, move the mouse pointer over to the “From” box, click on the drop down arrow click on VPE Parramatta Toastmasters [vpe@parramattatm.org.au](mailto:vpe@parramattatm.org.au). It looks like this:



New Message

To

From

Subject

2. Your email can now be composed and sent.