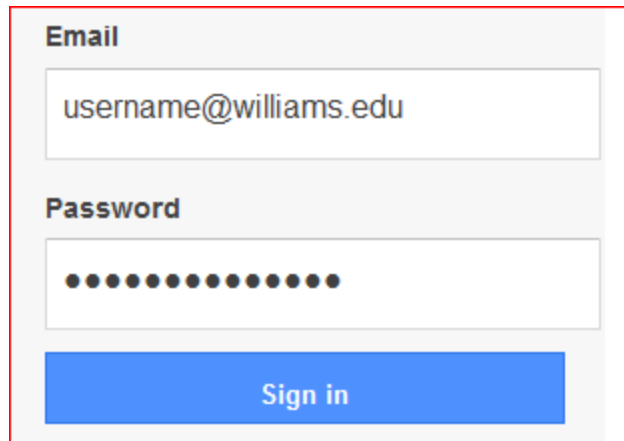


INITIAL GMAIL SETTINGS TO CHANGE OR REVIEW


- Log in <http://email.williams.edu> from a web browser (Chrome is recommended).
 - Email: username@williams.edu e.g. abc3@williams.edu
 - Password: your current email password at Williams




The image shows a login form with the following elements:

- Email:** A text input field containing the text "username@williams.edu".
- Password:** A password input field with 12 black dots representing masked characters.
- Sign in:** A blue button with the text "Sign in" in white.


1. Enable IMAP so you can check your new mail using a client like Outlook, Mac Mail, Thunderbird or an iPhone

1. While logged in click the  gear in the top right corner.
2. Select **Settings**.
3. Click the **Forwarding and POP/IMAP** tab.
4. Select **Enable IMAP** (leave the other IMAP settings at default)
5. Click **Save Changes**.

2. Change your display name. By default when you send email it will appear to come from Last, First. You may want to change that to First Last.

1. Click the  gear in the top right.
2. Select **Settings**.
3. Click the **Accounts** tab.
4. In the "Send mail as:" section, click **edit info** on the right.
5. In the "Name:" section, specify what you'd like your name to be and click **Save Changes**.

3. Auto-Reply

1. Click the  gear in the top right.
2. Select Settings.
3. Click the General tab.
4. Scroll down to Vacation responder
5. You can set a start date, an end date (if needed). It is recommended you set the subject line to something simple like Auto-reply.
6. Click Save Changes at the bottom of the page.



















Vacation responder off

Vacation responder on

First day: Last day:

Subject:

Message:

Sans Serif | ↑T | **B** | *I* | U | A |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

« Plain Text


Thank you for your email. I will be away and not reading email until my return on April 4.

Ephraim |


Only send a response to people in my Contacts

Only send a response to people in Williams College

4. Forwarding

1. Click the  gear in the top right.
2. Select Settings
3. Select the **Forwarding and POP/IMAP** tab.
4. Click **Add a forwarding address** in the "Forwarding" section.
5. Enter the email address you want to forward to.
6. For your security, Google will send a verification email to that address. Open your forwarding account and find the confirmation message from the Gmail team.
7. Click the verification link in that email.
8. Go back in your Gmail account.
9. On the same **Forwarding and POP/IMAP** page in Settings, check that **Forward a copy of incoming mail** is selected and your email address is in the drop-down menu.
10. In the second drop-down menu, choose what you want Gmail to do with your messages after they're forwarded. The choices are
 - a. **keep a copy in the inbox**
 - b. **mark as read**
 - c. **archive a copy** (moves it out of the inbox and into All Mail)
 - d. **delete** (forwards the message and then deletes it from gmail)
11. Click **Save Changes** at the bottom of the page.

5. Turn off conversation view. By default emails of the same topic are grouped together. You may choose to keep this on but most people prefer it off.

1. Click the  gear in the top right.
2. Select **Settings**.
3. Click the **General** tab.
4. Next to **Conversation View**, select off and click **Save Changes**.