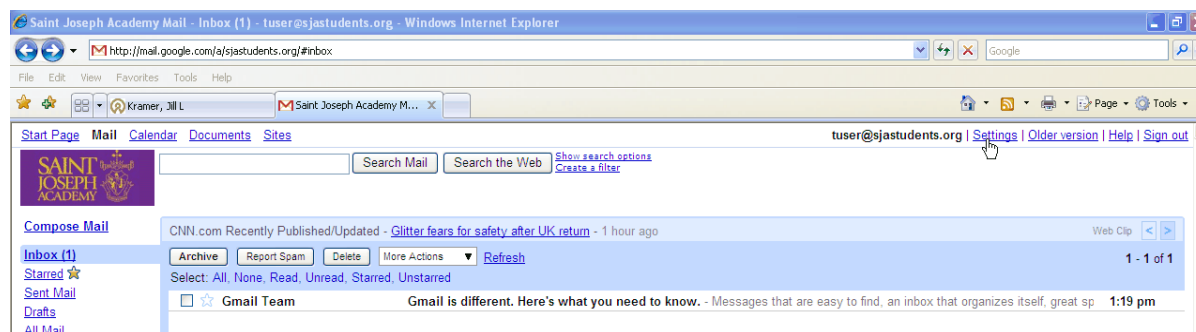


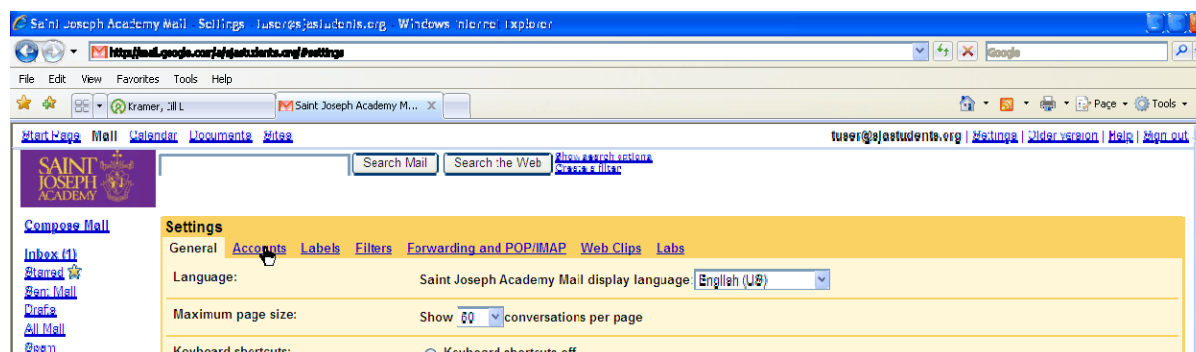
Changing Your Default E-Mail Address from *sjastudents.org* to *sja1890.org* in Google Apps for Education

One drawback of our new e-mail provider is the dominance of the *sjastudents* domain over *sja1890*. While incoming messages are treated equally, outgoing messages default to the *@sjastudents.org* domain, which is how they are now seen by recipients. You can change that default setting for your account to show *@sja1890.org* as before by following these steps:

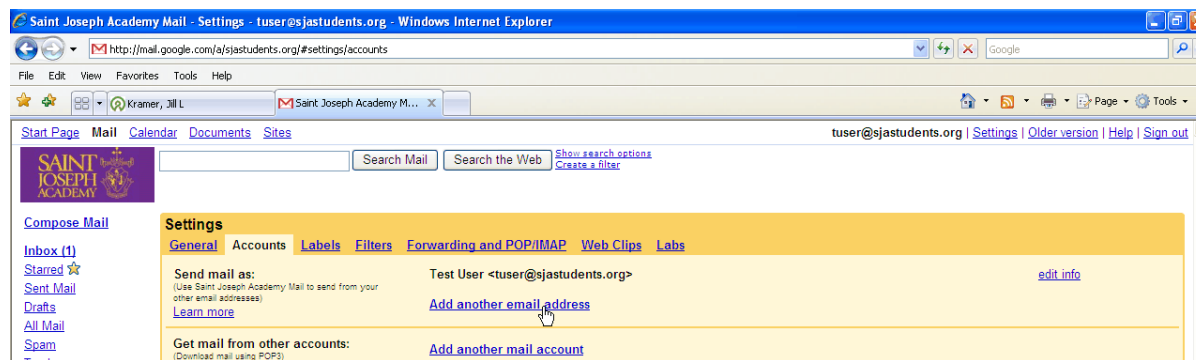
- 1) Sign in to your webmail account using the link on the SJA home page.
- 2) Once logged in, click on the **Settings** link at the top of your inbox.



- 3) Next, click the **Accounts** link near the top of your **Settings** page



- 4) Select **Add another email address** from the **Send mail as:** category.



- 5) A popup window will appear with the title **Add another email address** (Fig. 1). Type your *sja1890* email address name in the second box (i.e. jahrendt@sja1890.org) and choose the **Next Step** button.

6) Click the **Send Verification** button in the popup window (Fig. 2). This will cause an e-mail containing a verification code to be sent to your inbox and a field in which you must enter the code to appear in the popup window (Fig. 3). Minimize the popup window and check your inbox.

7) Place the verification code from your e-mail message into the appropriate field in the popup window and click the **Verify** button (Fig. 4).

Fig. 1

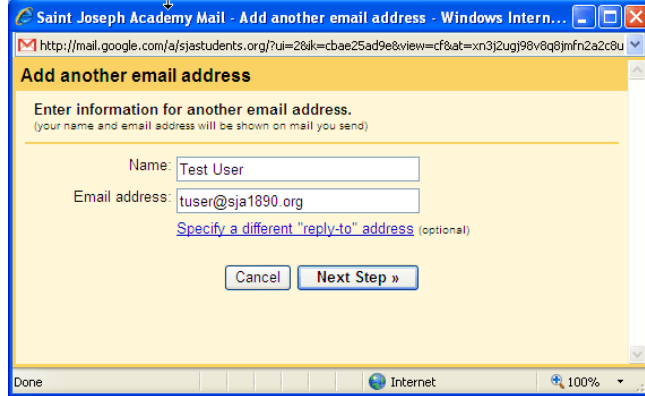


Fig. 2

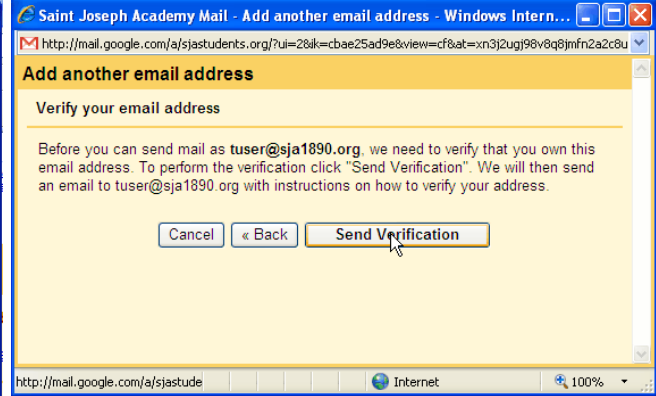


Fig. 3

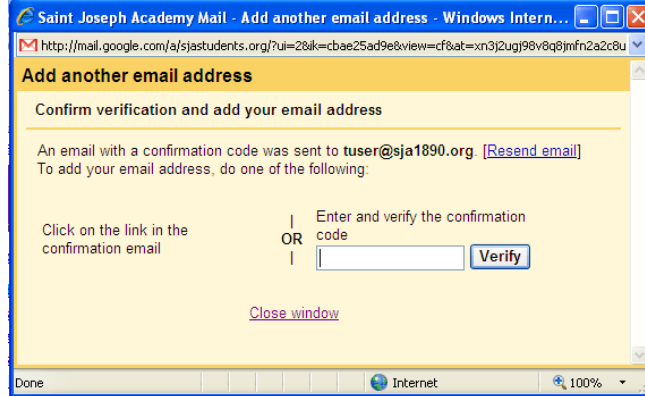
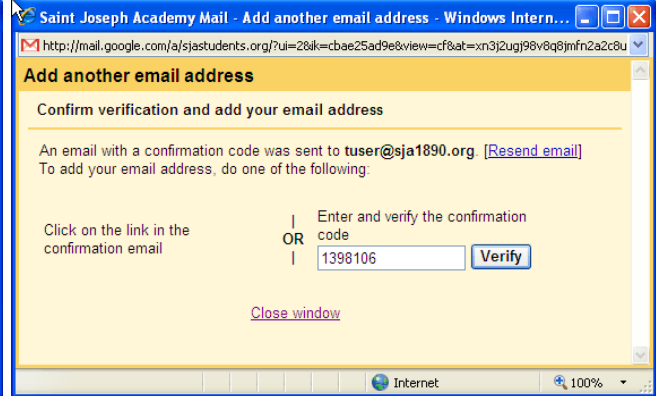
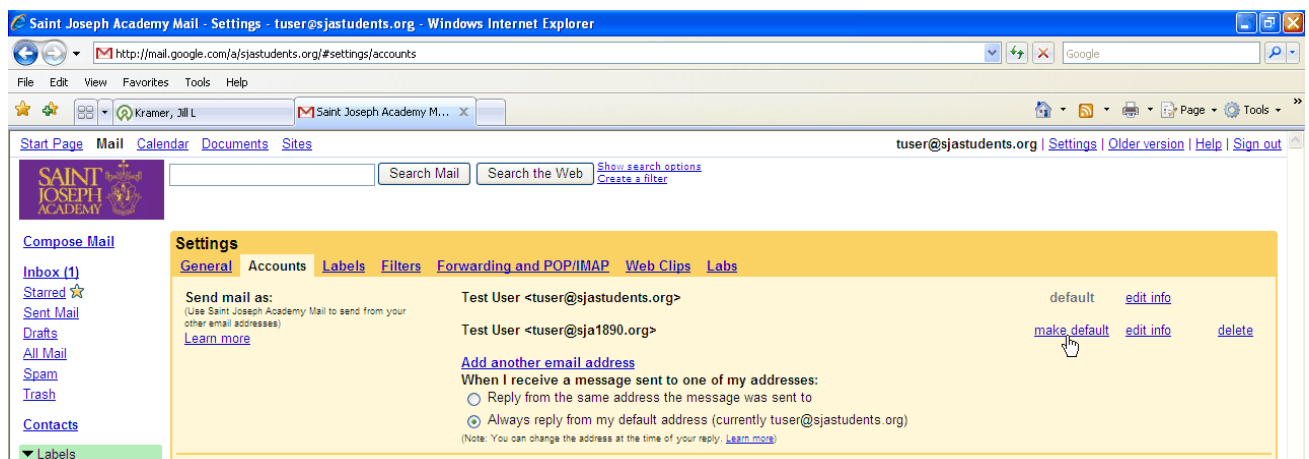


Fig. 4



8) Return to the **Accounts** tab of the **Settings** screen. Look for your *@sj1890.org* e-mail address and click the **make default** link beside it. Your e-mail will now show as being sent from *sj1890.org* rather than *sjastudents.org* although the two names will remain interchangeable. Please note that the login screen that you use will continue to display **@sjastudents.org** due to the fact that this was the original domain we registered with Google.



Questions? Problems? Contact us using the **IT Direct** link on the SJA home page.