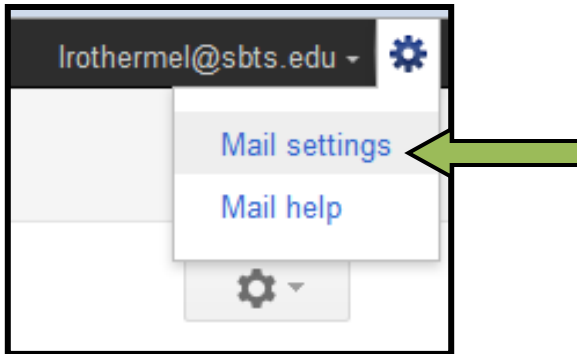
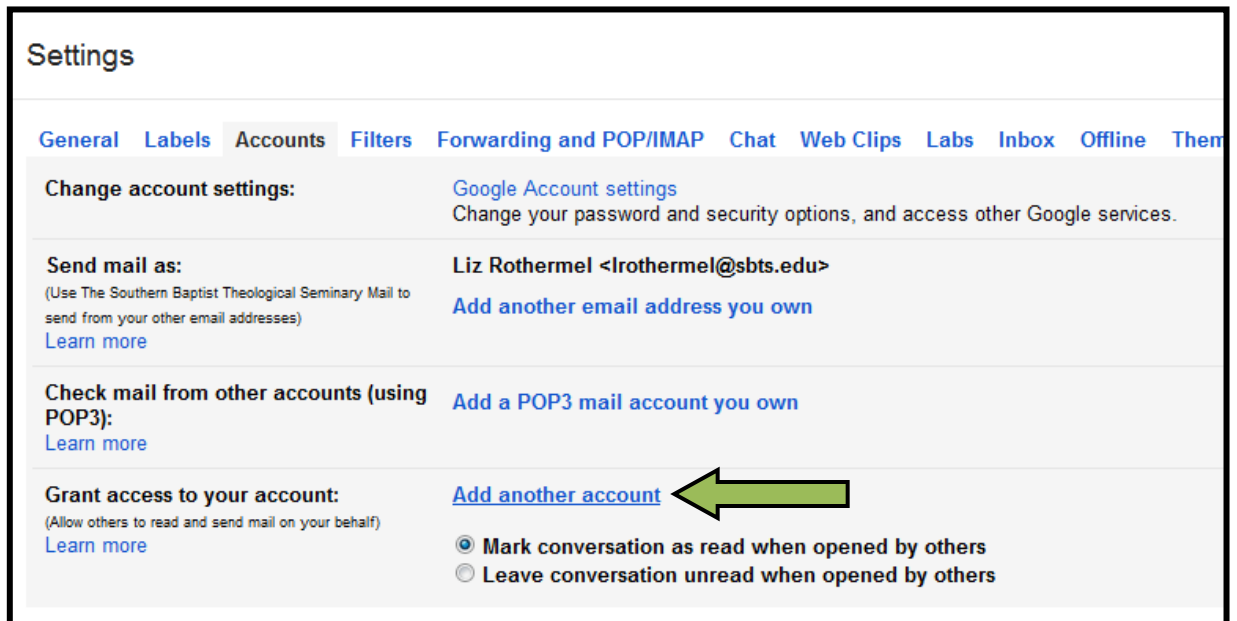


How to Share an Email Account

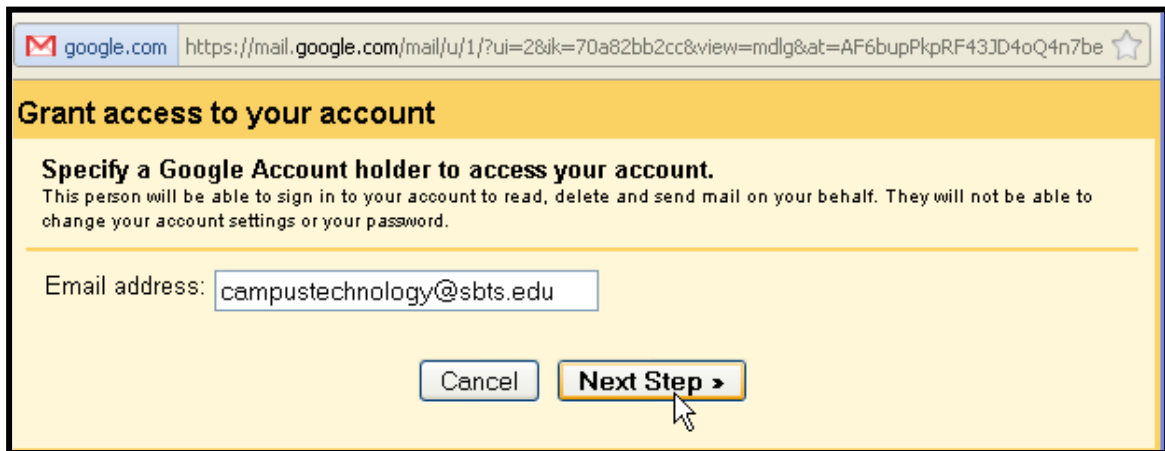
1. Login to your account via <http://mail.google.com/a/sbts.edu> (you must use web access).
2. In the top right-hand corner of the screen, click the wheel and then choose **Mail Settings**.



3. Click on the **Accounts** tab, and then **Select Add Another Account**.

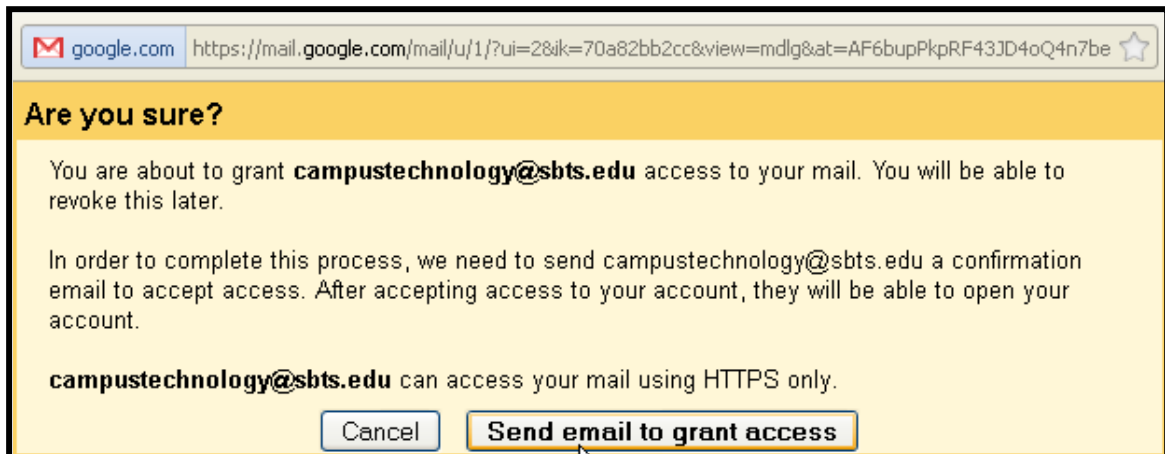


4. Type in the email address you want to share your account with and click Next Step.



The screenshot shows a web browser window with the address bar displaying "google.com" and a long URL. The main content area has a yellow header with the text "Grant access to your account". Below the header, there is a section titled "Specify a Google Account holder to access your account." followed by a warning: "This person will be able to sign in to your account to read, delete and send mail on your behalf. They will not be able to change your account settings or your password." A text input field labeled "Email address:" contains the text "campustechnology@sbts.edu". At the bottom, there are two buttons: "Cancel" and "Next Step >". A mouse cursor is pointing at the "Next Step >" button.

5. Click **Send Email to Grant Access**.



The screenshot shows a web browser window with the address bar displaying "google.com" and a long URL. The main content area has a yellow header with the text "Are you sure?". Below the header, there is a warning: "You are about to grant **campustechnology@sbts.edu** access to your mail. You will be able to revoke this later." Below this, there is a paragraph: "In order to complete this process, we need to send campustechnology@sbts.edu a confirmation email to accept access. After accepting access to your account, they will be able to open your account." At the bottom, there is a line of text: "**campustechnology@sbts.edu** can access your mail using HTTPS only." At the bottom, there are two buttons: "Cancel" and "Send email to grant access". A mouse cursor is pointing at the "Send email to grant access" button.

6. A window will briefly appear stating that a confirmation email has been sent to the person you have given access. Once they click the confirmation link, it can take up to 30 minutes for the sharing process to sync.