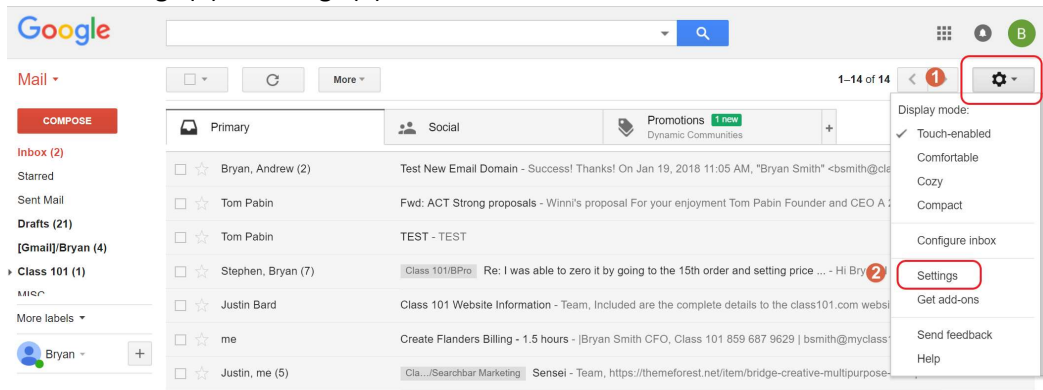




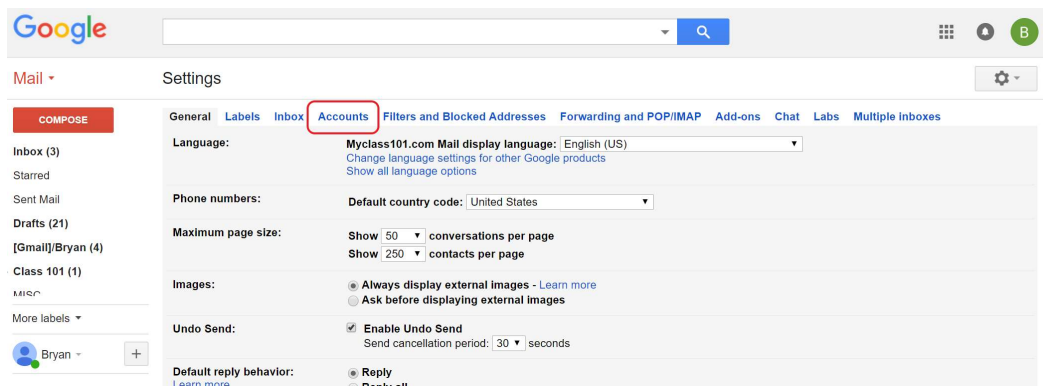
## Protocol to allow Class101 to act as Default Email Account

The purpose of this task is to create the settings which will allow for the sending of mail from your Gmail account as an account with our preferred domain – Class101.

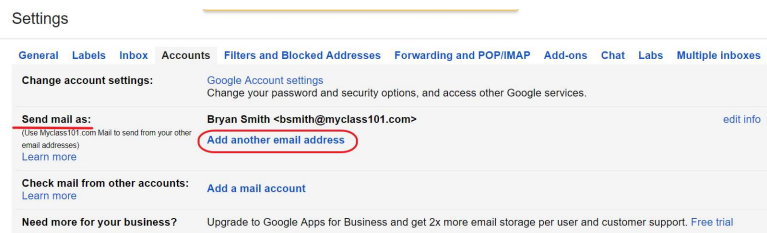
1. Log into your Gmail account.
2. Select Settings (1)>>Settings (2)



3. Go to the Accounts tab.



4. Add Email address
  - a. Find the 'Send mail as:' heading
  - b. Select 'Add another email address'





- c. Enter the proper email address with the class101 domain. Leave 'Treat as an alias' checked. (ex: 'XXXXX@Class101.com')
- d. Choose Next Step

- 5. When back at the Gmail>>Settings>>Accounts screen, set the new email address as the 'default'