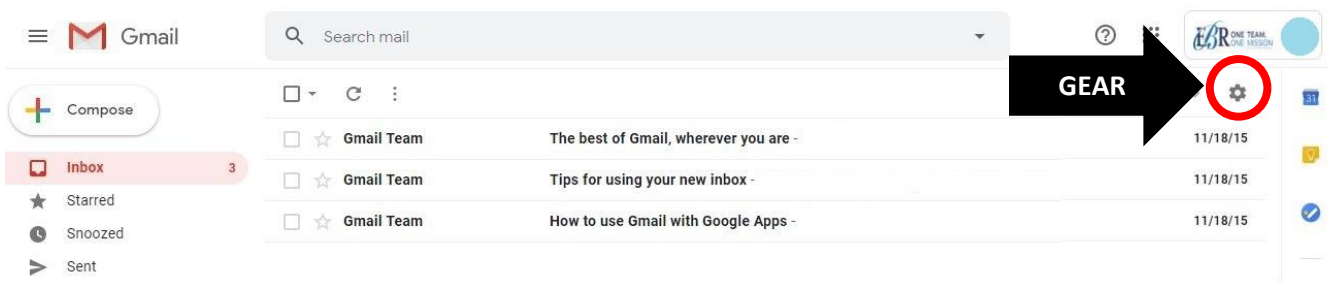


## Follow these steps to set up your EBR Student Gmail account:

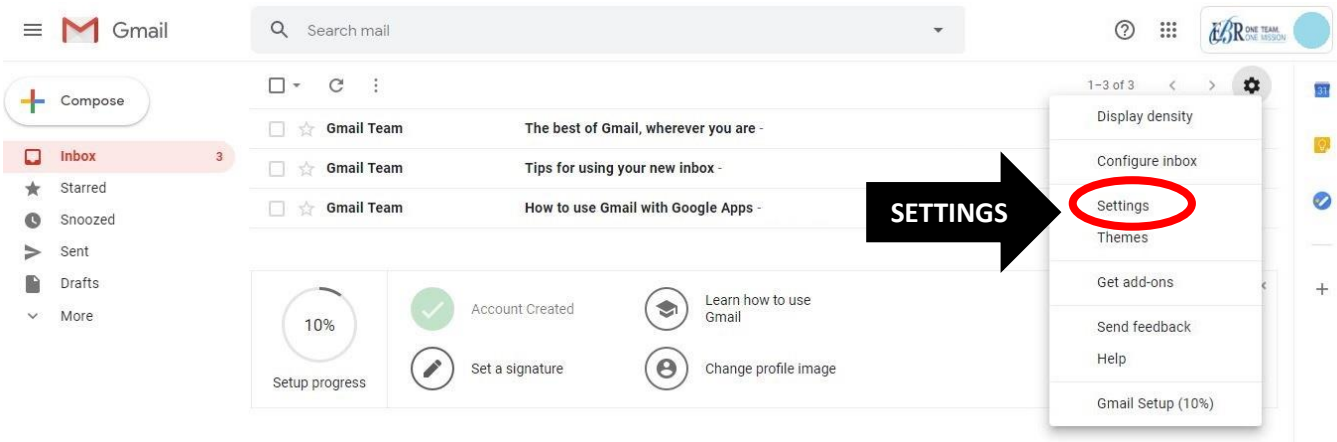
### 1. Sign in to your EBR Google account, then open Gmail (mail.google.com).



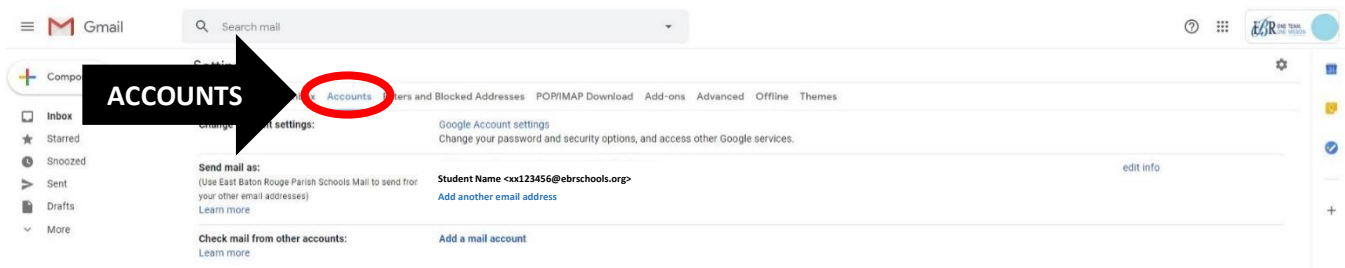
### 2. Click the gear icon near the top right corner.



### 3. Click Settings.

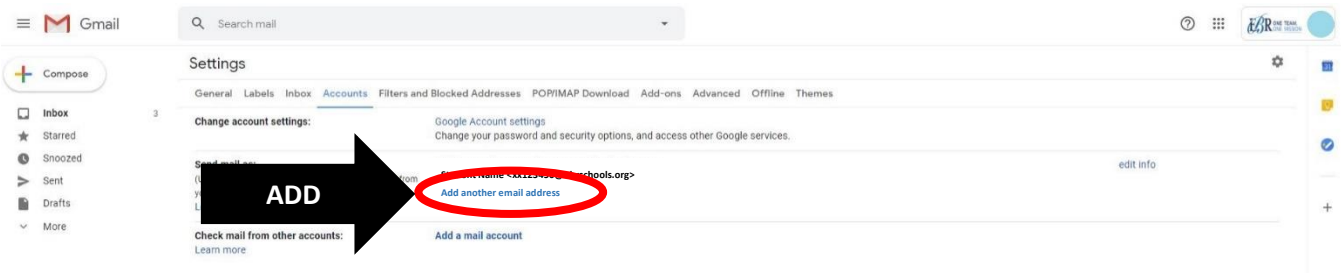


### 4. Click Accounts.



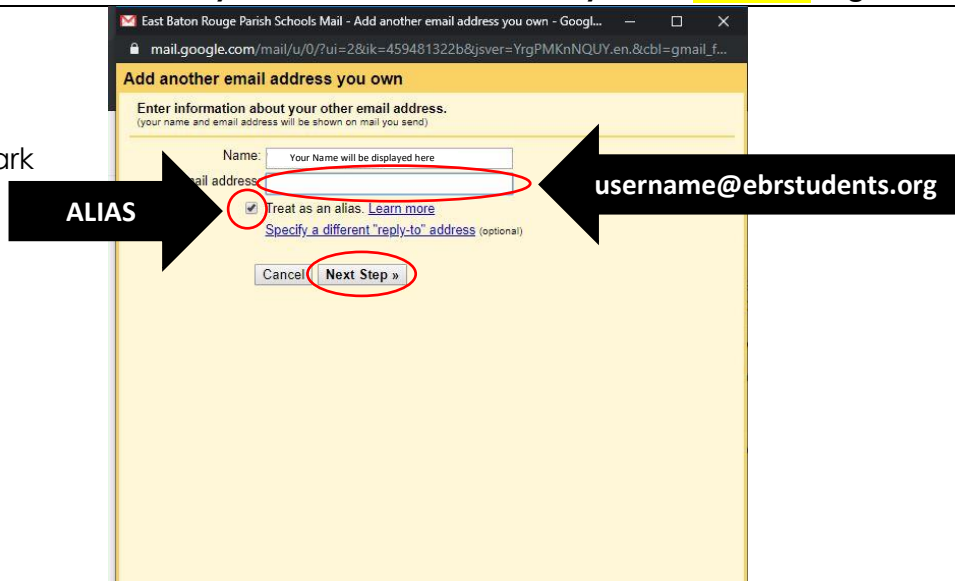
**Your EBR Gmail address is your EBR username followed by @ebrstudents.org**

## 5. Click "Add another email address".

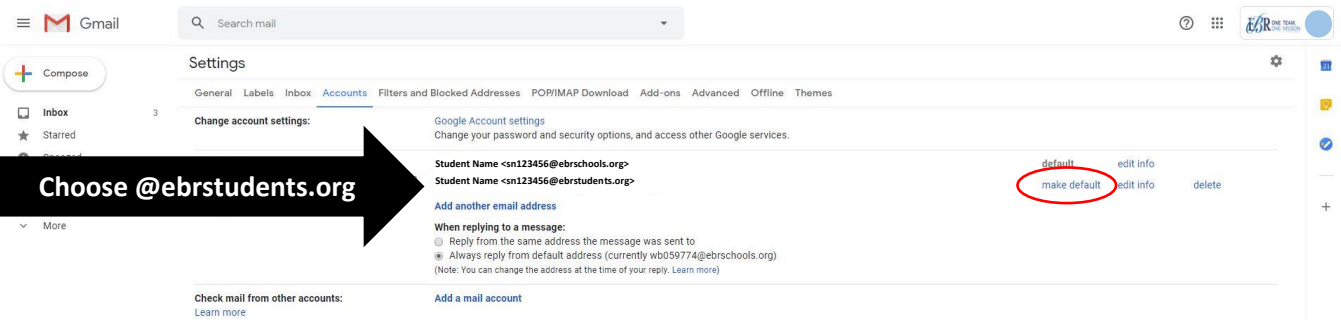


## 6. Enter your EBR Gmail address. It is your username followed by "@ebrstudents.org"

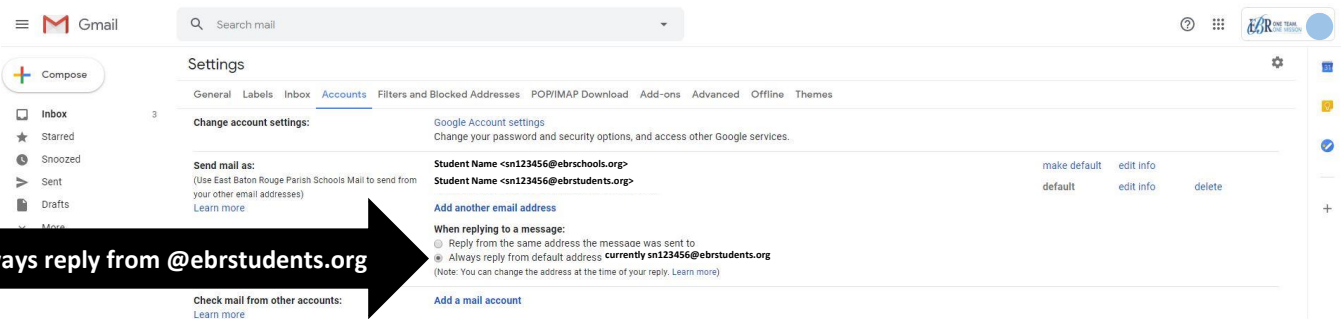
Leave the checkmark in the box for "Treat as an alias."



## 7. Choose "Make Default" for the email address that ends with @ebrstudents.org.



## 8. Select "Always reply from default address (currently sn123456@ebrstudents.org)"



**Your EBR Gmail address is your EBR username followed by @ebrstudents.org**