Gmail can be set up so you are able to send email “from Booth”. Follow the steps below to send email “as Booth” using Gmail.

Set up GMail to send from Booth

1. Open a browser window.
2. Point it to: http://mail.google.com.
3. Login with your Gmail username and password.
4. Click on the (sprocket icon), top right.
5. Click on the Settings link.
6. Click on the Accounts and Import link.
7. Click on the Add another email address you own link.
8. In the Name: field, type your full name, if different than what is listed.
9. In the Email address: field, type your Chicago Booth email address.
10. Click on the Next Step >> button.
11. Select the Send through ChicagoBooth.edu SMTP servers radio button.
12. In the SMTP Server: field, type smtp.chicagobooth.edu.
13. In the Port: field, select 587.
15. In the Password: field, type your Chicago Booth password.
16. Select Secured connection using TLS (recommended)
17. Click on the Add Account button.
18. Check the email address you have your Booth email forwarded to for the verification code.
19. In the Enter and verify the confirmation code field: type the code from the email you received.
20. Click on the Verify button.

Compose an email to send from Chicago Booth

1. Click on the Compose Mail link.
2. In the From: dropdown, select your Chicago Booth account.
3. Enter the recipient in the To: field and a subject in the Subject: field.
4. Enter the message in the message field.
5. Click on the Send button.

Set Booth as the Default Email Address in Gmail

1. Click on the Settings link.
2. Click on the Accounts and Import tab.
3. Next to the Booth account, click on the make default link.