Sending Email from Chicago Booth using Windows Live, Gmail or Yahoo

Windows Live, Gmail and Yahoo! can be set up so you are able to send email “from Booth” using these accounts. Follow the steps below to send email “as Booth” using each internet service provider.

Set up Windows Live (Hotmail, MSN) to send from Booth

1. Open a browser window.
3. Login with your Windows Live ID and password.
4. From the upper-right, click on the Gear button.
5. From the right, click on the Options link.
6. Click on the More Options link.
7. Click on the Add an email account link.
8. On the Add an email account screen, in the Email address: field, type your Booth email address.
9. In the Password: field, type your Booth password.
10. Login to the account where you have check your Booth email.
11. Open the email from your Windows Live account and verify that you own the e-mail address by clicking on the link in the email.

Compose an email to send from Chicago Booth

1. Click on the Mail link.
2. Click on the New link.
3. Next to the From: field, click on the dropdown arrow to select the Booth email address to mail from.
4. Enter the recipient in the To: field and a subject in the Subject: field.
5. Enter the message in the message field.
6. Click on the Send button.

Set Booth as the Default Email Address in Hotmail

1. Click on the Options link.
2. Click on the More Options link.
3. Click on the Send and receive email from other email accounts link.
4. Next to the account you would like to set as the default, click on the Use as default link.

When you send mail from a different address in Windows Live Hotmail, the email recipient may receive information that is similar to the following: “From: ‘your Windows Live Hotmail e-mail address’ on behalf of youmame@example.com” where youmame@example.com is the e-mail address you used instead of your Windows Live Hotmail address.

You can now send email from Hotmail as Chicago Booth.
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 Mail Settings link.
6. Click on the Accounts and Import link.
7. Click on the Send mail from other address button.
8. In the Name: field, type your full name.
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. Click on the Add Account button.
17. Check the email address you have your Booth email forwarded to for the verification code.
18. In the Enter and verify the confirmation code field: type the code from the email you received.
19. 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.
Set up Yahoo to send from Booth

1. Open a browser window.
3. Login with your Yahoo! ID and password.
4. Click on the Options link.
5. Click on the More Options link.
6. Click on the Mail Accounts link.
7. Click on the +Add button.
8. In the Account Name field, type Booth (or whatever you want).
9. In the Email Address field, type your Booth email address.
10. Click on the Continue button.
11. Click on the Skip this, setup to Send only button.
12. Click on the Save Changes button.
13. Go to the account you check your Booth email, locate and click on the Confirmation Code.
14. Click on the Verify XX@chicagobooth.edu link.
15. Click on the Continue button.

You are returned to the Mail Accounts screen. You should verify that you have set up the Booth account to be able to Send mail.