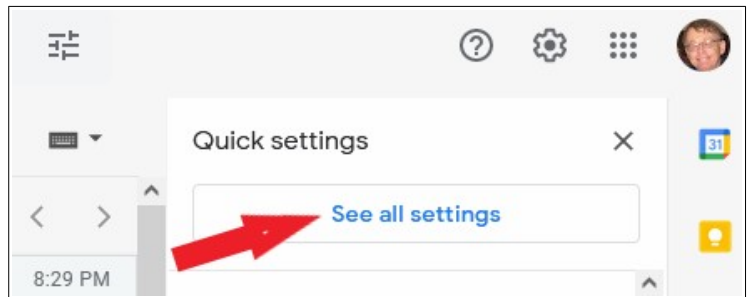# Accessing chatham-kentkiwanis.com email addresses from Gmail

Here is a step by step guide of how to add a club's email address to your Gmail account. Once set up, you can receive as well as send emails from your web browser. This is the "official" instructions. I have added some comments in blue.

Login to Gmail and click on the **Settings** gear icon in the upper right corner.
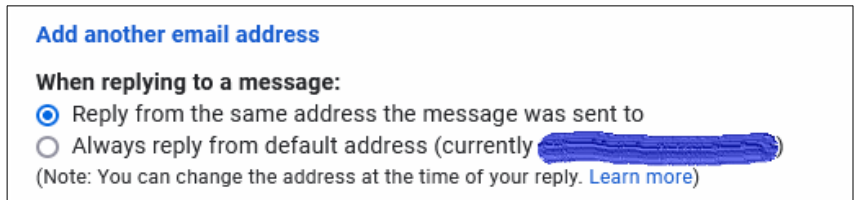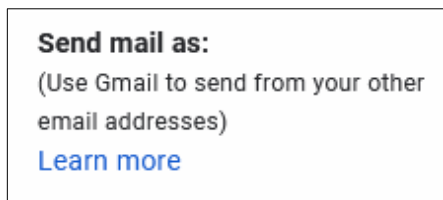
1. Click on the **Settings** tab. (You may have to go to "See all settings")

2. In the **Accounts and Import** section,

3. beside **Send mail as:**, click on **Add another email address.**

4. Enter your name and email address here. (The email address would be in this case carrally@chatham-kentkiwanis.com) Either leave *"Treat as an alias"* checked (yes), or click on *Learn More* to see if not using an alias is right for you. You may also add a **reply to** address if you want your users to reply to a different email by default.

5. Click **Next step**, then configure the options as follows; use *chatham-kentkiwanis.com* as SMTP server on port 465, using your full email address (carrally@chatham-kentkiwanis.com) and email password (Imagination2021!) as credentials). Make sure that *"Secured connection using SSL"* is selected.

6. Click **Add account**. Gmail will then send your alternative address the verification link and code, so that you can activate the sending of emails through this account. Note that when Gmail sends that verification email it will be forwarded to each one of us. This is supposed to happen since we are forwarding emails. Only respond to this email if YOU initiated it.