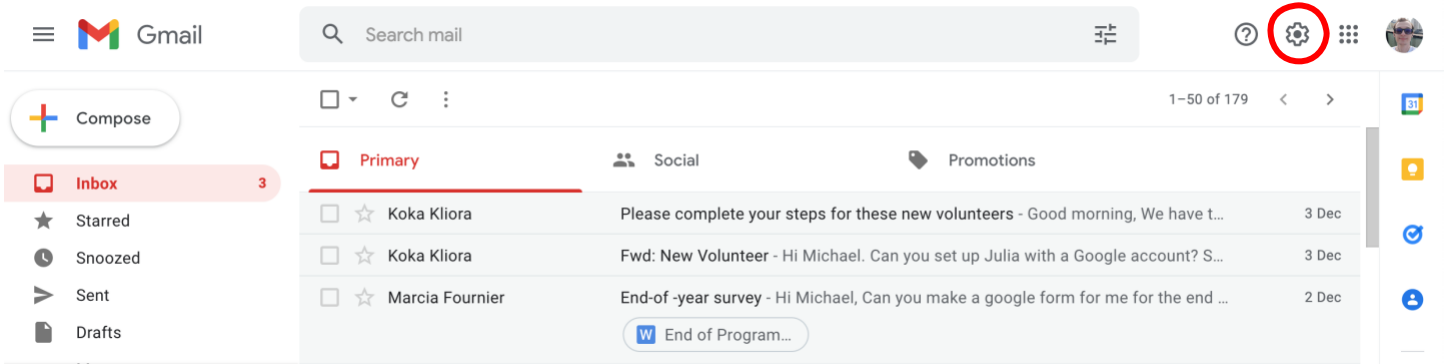


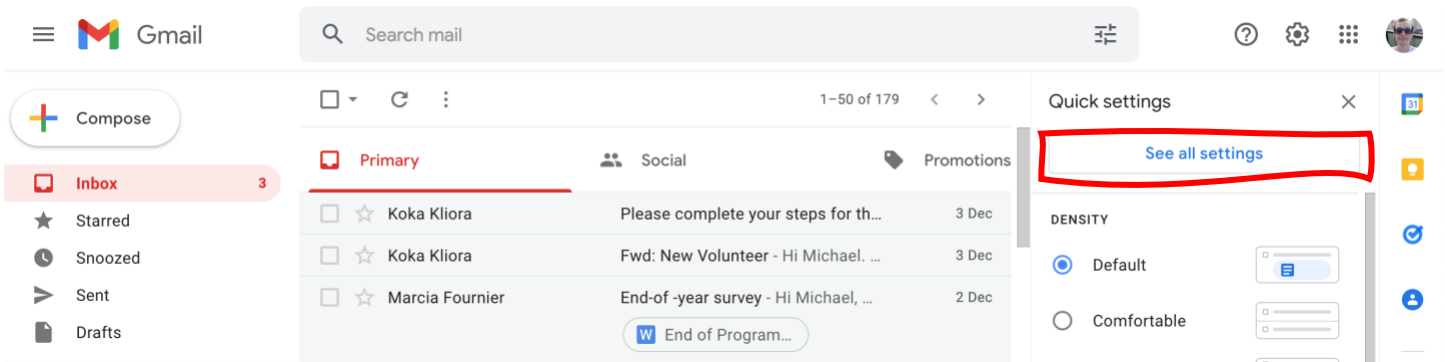
STEP-BY-STEP TUTORIAL

Setting up your personal email to send messages from your DS email

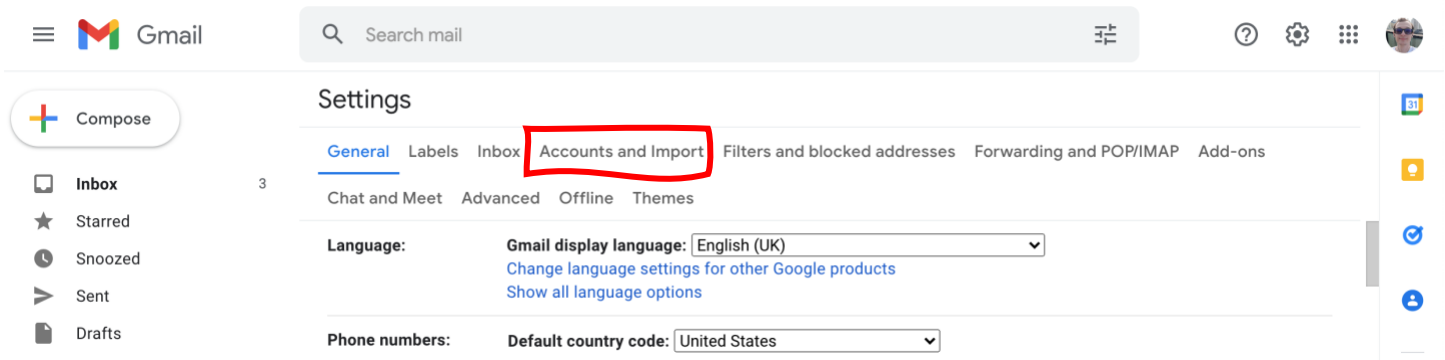
1. If you want to send emails from your personal inbox using your Dimensions Sciences account without switching to it, you can do so by following the steps illustrated below.
2. Access your personal email on Google, and click on the gear icon, as highlighted on the image.



3. A new menu will appear on the right side of the page, click “See all settings” to get into more advanced features.



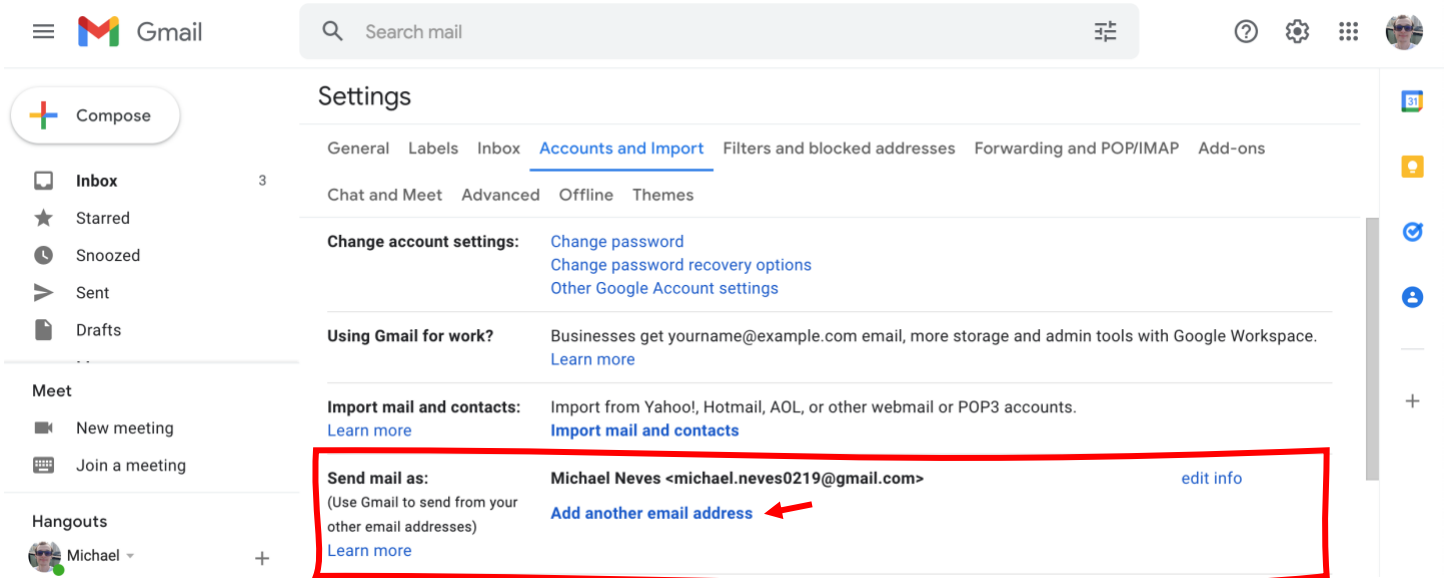
4. Next, go to “Accounts and Import”.



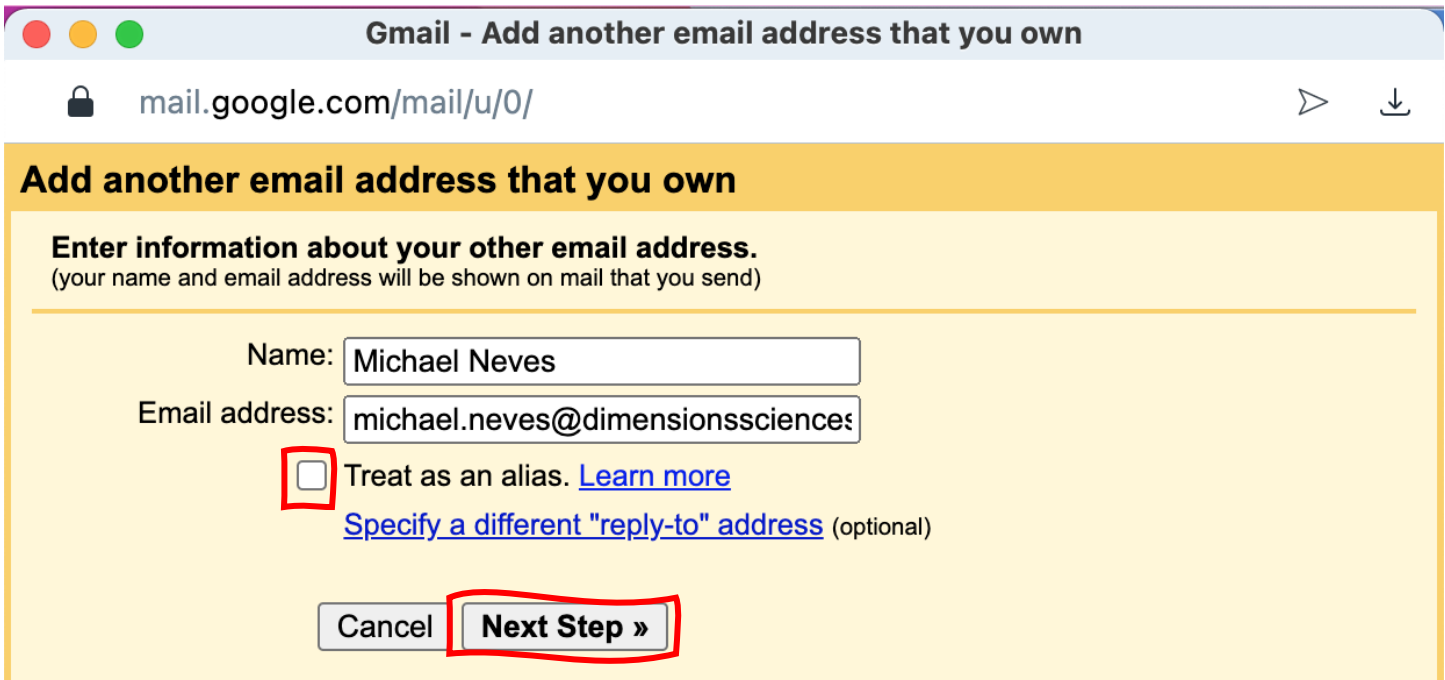
STEP-BY-STEP TUTORIAL

Setting up your personal email to send messages from your DS email

5. Look for the section “Send mail as:”, and click in “Add another email address”:



6. A new window will be opened. Insert your Dimensions Sciences email and **UNCHECK** the box “Treat as an alias”. Click “Next Step” to proceed.



The screenshot shows the 'Gmail - Add another email address that you own' window. The title bar is blue with the text 'Gmail - Add another email address that you own'. The address bar shows 'mail.google.com/mail/u/0/'. The main content area has a yellow background and contains the following form:

Add another email address that you own

Enter information about your other email address.
(your name and email address will be shown on mail that you send)

Name:

Email address:

☐ Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

STEP-BY-STEP TUTORIAL

Setting up your personal email to send messages from your DS email

7. In the next screen, make sure that the following information is given as follows:

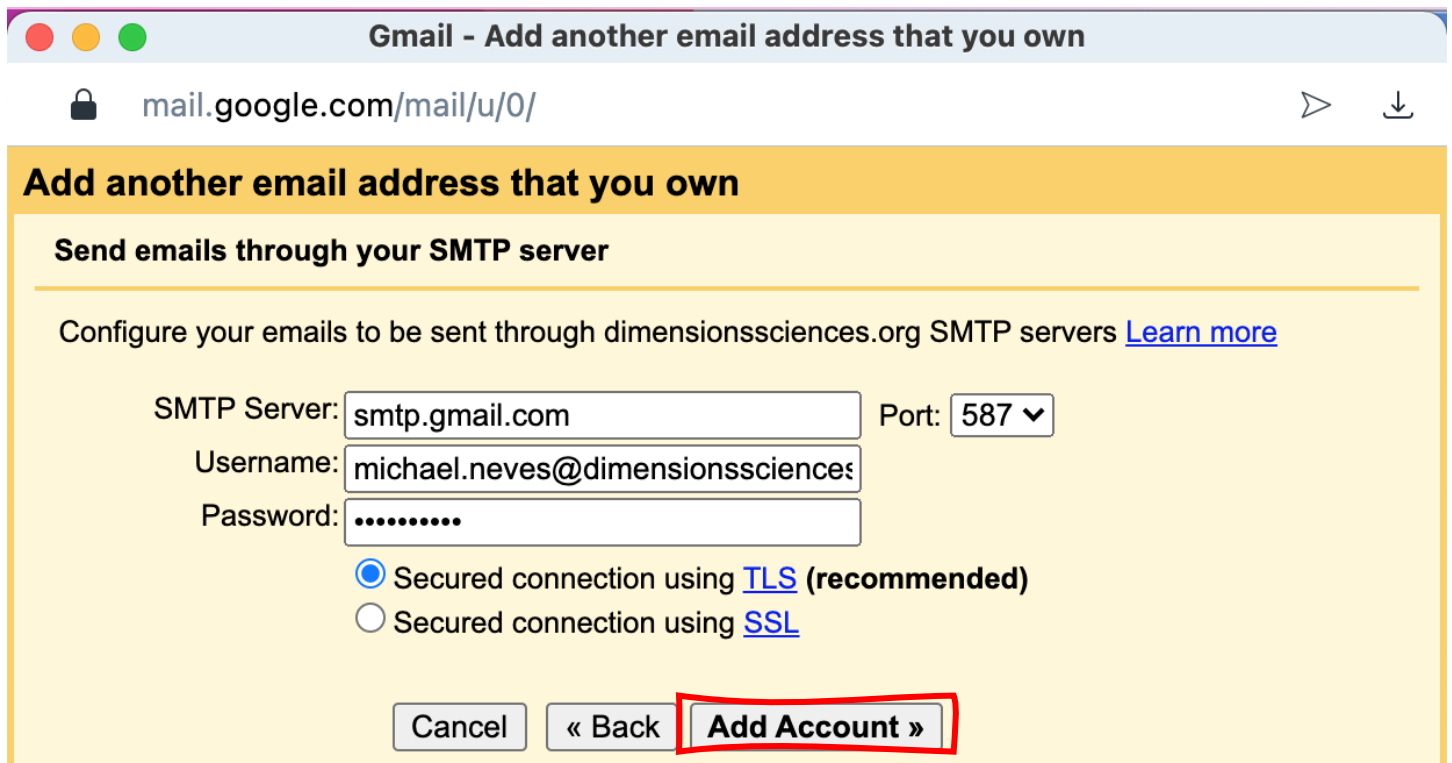
SMTP Server: smtp.gmail.com

Port: 587

Username: Your full DS email, including the domain after @

Password: Insert your DS password

If the information is different from the one shown above, please, change the information to the same show in this tutorial. Click in "Add Account" to goto the next step.



Gmail - Add another email address that you own

mail.google.com/mail/u/0/

Add another email address that you own

Send emails through your SMTP server

Configure your emails to be sent through dimensionssciences.org SMTP servers [Learn more](#)

SMTP Server: Port:

Username:

Password:

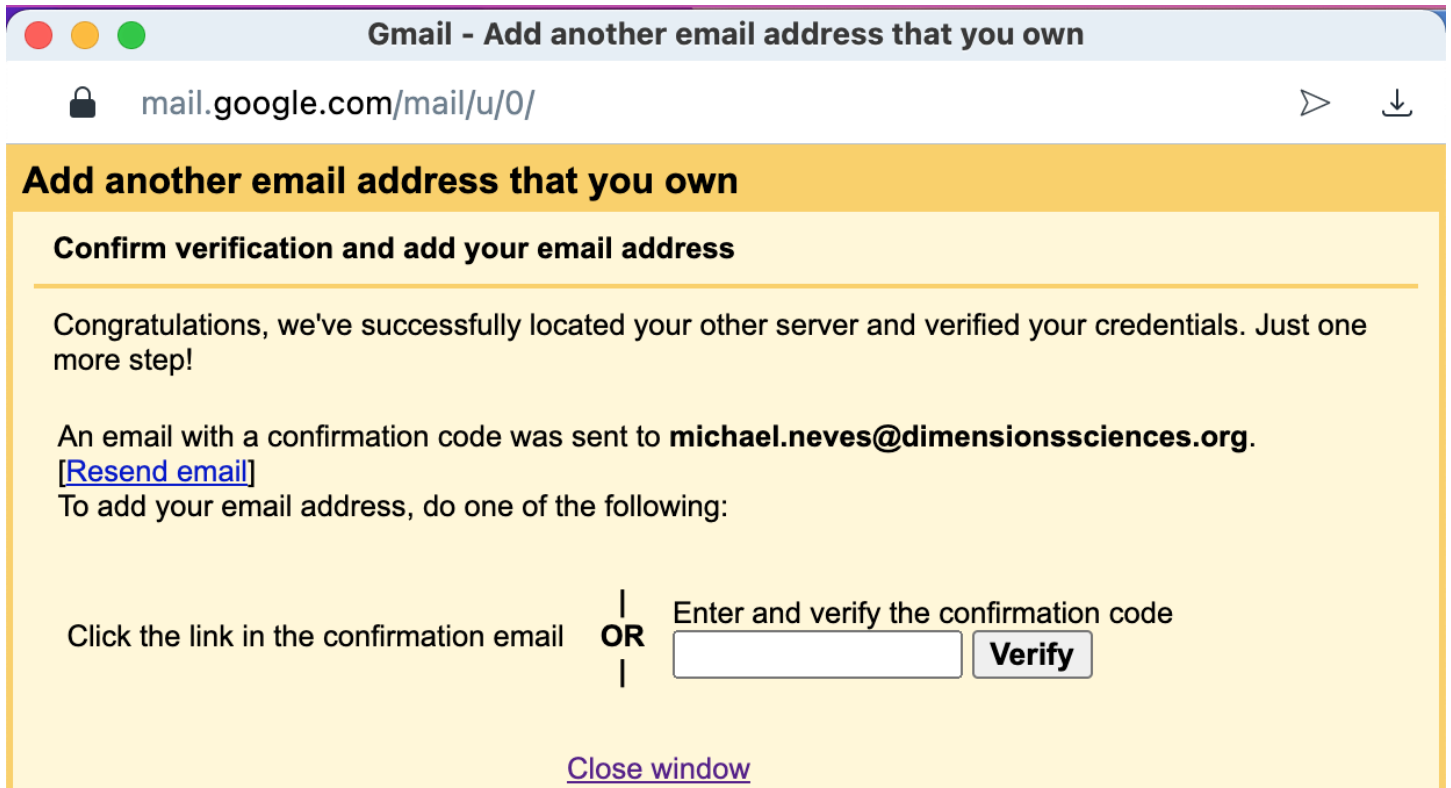
☒ Secured connection using [TLS \(recommended\)](#)

☐ Secured connection using [SSL](#)

STEP-BY-STEP TUTORIAL

Setting up your personal email to send messages from your DS email

8. A congratulation screen will be shown to you, asking for your confirmation by asking you to click on a link sent to your Dimensions Sciences account.



The screenshot shows a web browser window with the title "Gmail - Add another email address that you own". The address bar shows "mail.google.com/mail/u/0/". The main content area has a yellow header with the text "Add another email address that you own". Below this, there is a section titled "Confirm verification and add your email address". The text in this section reads: "Congratulations, we've successfully located your other server and verified your credentials. Just one more step!" followed by "An email with a confirmation code was sent to **michael.neves@dimensionssciences.org**." and a link "[Resend email]". Below this, it says "To add your email address, do one of the following:". There are two options: "Click the link in the confirmation email" and "Enter and verify the confirmation code". The second option is selected, and it includes a text input field and a "Verify" button. At the bottom, there is a link "Close window".

Add another email address that you own

Confirm verification and add your email address

Congratulations, we've successfully located your other server and verified your credentials. Just one more step!

An email with a confirmation code was sent to **michael.neves@dimensionssciences.org**.
[\[Resend email\]](#)

To add your email address, do one of the following:

Click the link in the confirmation email **OR** Enter and verify the confirmation code

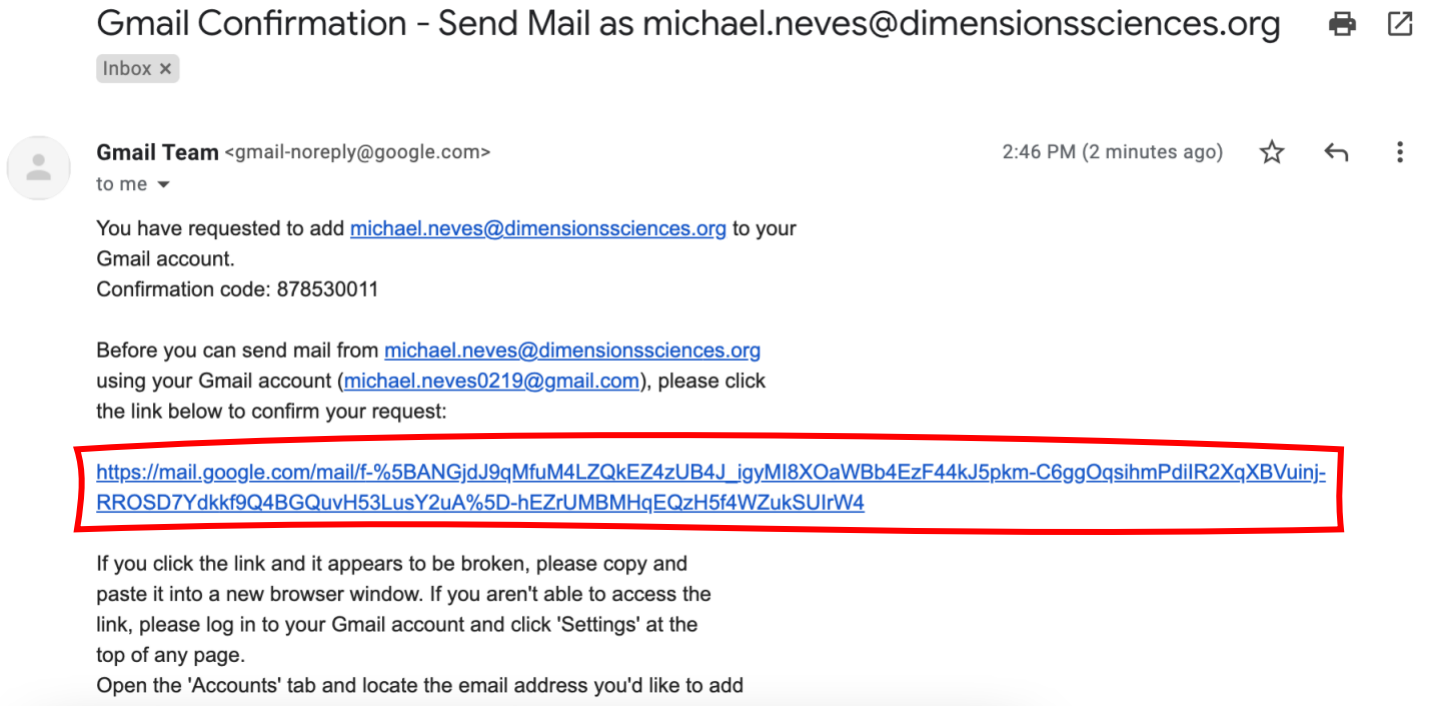
Verify

[Close window](#)

STEP-BY-STEP TUTORIAL

Setting up your personal email to send messages from your DS email

9. The email should look like the one in the image, you just need to click the link to confirm the new settings.



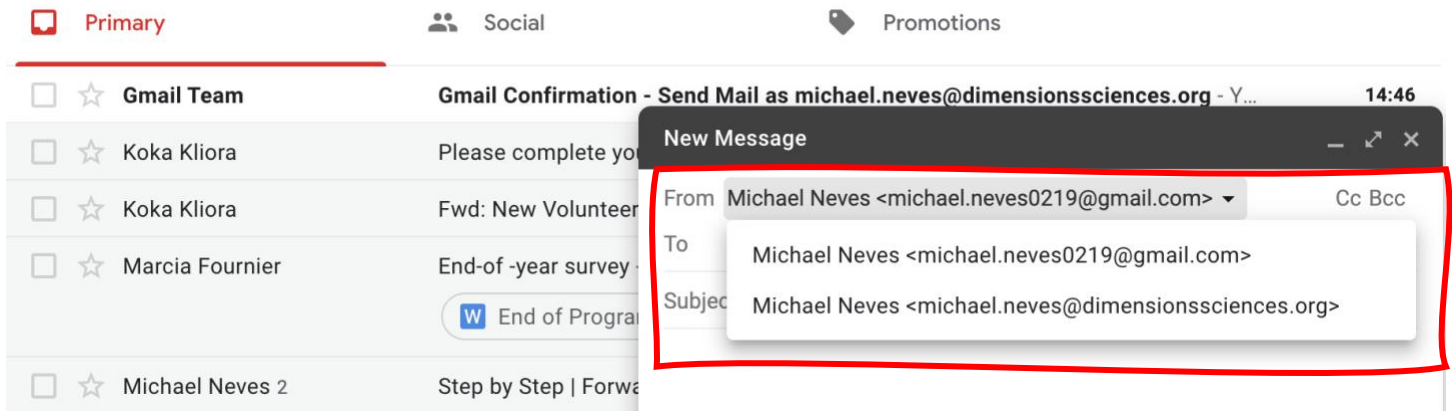
10. Click on the "Confirm" button on the page loaded.



STEP-BY-STEP TUTORIAL

Setting up your personal email to send messages from your DS email

11. Now, if you go back to your personal email and start writing a new email, you will notice that, on the recipient field, a little arrow will appear, allowing you to choose from which email you want to send the message.



Finally, you can email **admin@dimensionssciences.org** any time if you have a question or issue.

Last Review: February/2022