

Delegate access to your email or an AUX account

To access this auxiliary email you must login directly at gmail.maine.edu, not from your Campus Portal.

If you want to be able to access this auxiliary email from your UMS Gmail or delegate others to have access, then do the following:

1) So, while logged in to your **Auxiliary** Gmail Account, go to the Settings > Accounts and Import > Grant access to your account: select Add another account.

Settings

General	Labels	Inbox	Accounts and Import	Filters and Blocked Addresses	Forwarding and POP/IMAP	Chat	Labs	Offline	Themes
Change account settings:	Google Account settings Change your password and security options, and access other Google services.								
Import mail and contacts: Learn more	Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts. Import mail and contacts								
Send mail as: <small>(Use University of Maine System Mail to send from your other email addresses)</small> Learn more	Wicked Witch of the East <eastwitch@maine.edu> Add another email address you own								
Check mail from other accounts (using POP3): Learn more	Add a POP3 mail account you own								
Grant access to your account: <small>(Allow others to read and send mail on your behalf)</small> Learn more	Carol Sobczak <csobczak@maine.edu> Add another account								

2) Fill out the fields.

Grant access to your account

Specify a Google Account holder to access your account.

This person will be able to sign in to your account to read, delete and send mail on your behalf. They will not be able to change your account settings or your password.

Email address:

Cancel

Next Step »

Are you sure?

You are about to grant **sobczak@maine.edu** access to your mail. You will be able to revoke this later.

In order to complete this process, we need to send **sobczak@maine.edu** a confirmation email to accept access. After accepting access to your account, they will be able to open your account.

sobczak@maine.edu can access your mail using HTTPS only.

Cancel

Send email to grant access

3) Your Primary Gmail will receive a delegate verification email. Once you confirm the request, it takes about 30 minutes for the verification process to complete. After you have waited at least 30 minutes, you may have to log off and log in again in order to see the delegated account.

Then, you will see the delegated **Auxiliary** Gmail Account under your Primary Gmail Profile, in the upper-right corner of your UMS Gmail. You can then switch between your Primary and Auxiliary email within your UMS Gmail.