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.

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.

<table>
<thead>
<tr>
<th>Email address:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="GC" /></td>
</tr>
</tbody>
</table>

**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.

| ![GC](#) | ![GC](#) |

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.