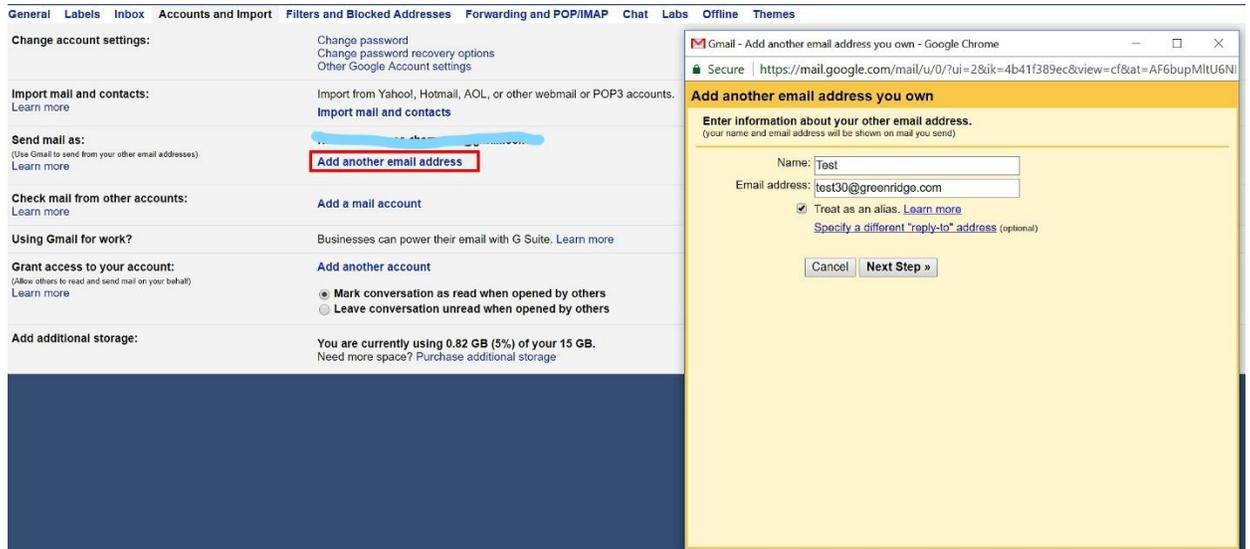


Add Greenridge Email Send As for Gmail

1. Log into your Google Mail mailbox.
2. Select the Gear Settings icon (Top right)
3. Select Accounts and Import.
4. Choose the Send Mail as option for “Add another email address”



The screenshot shows the Gmail 'Accounts and Import' settings page. The 'Send mail as:' section is highlighted with a blue box, and the 'Add another email address' link is circled in red. An overlay window titled 'Add another email address you own' is open, showing a form with the following fields and options:

- Name: Test
- Email address: test30@greenridge.com
- Treat as an alias. [Learn more](#)
- [Specify a different "reply-to" address \(optional\)](#)
- Buttons: Cancel, Next Step >

5. Enter server as smtp.office365.com with port 587.

6. Enter your username as your full @greenridge.com email address along with the password and select Add account.

Gmail - Add another email address you own - Google Chrome

Secure | <https://mail.google.com/mail/u/0/?ui=2&ik=4b41f389ec&view=cf&at=AF6bupMltU6NI>

Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through greenridge.com SMTP servers [Learn more](#)

SMTP Server: Port:

Username:

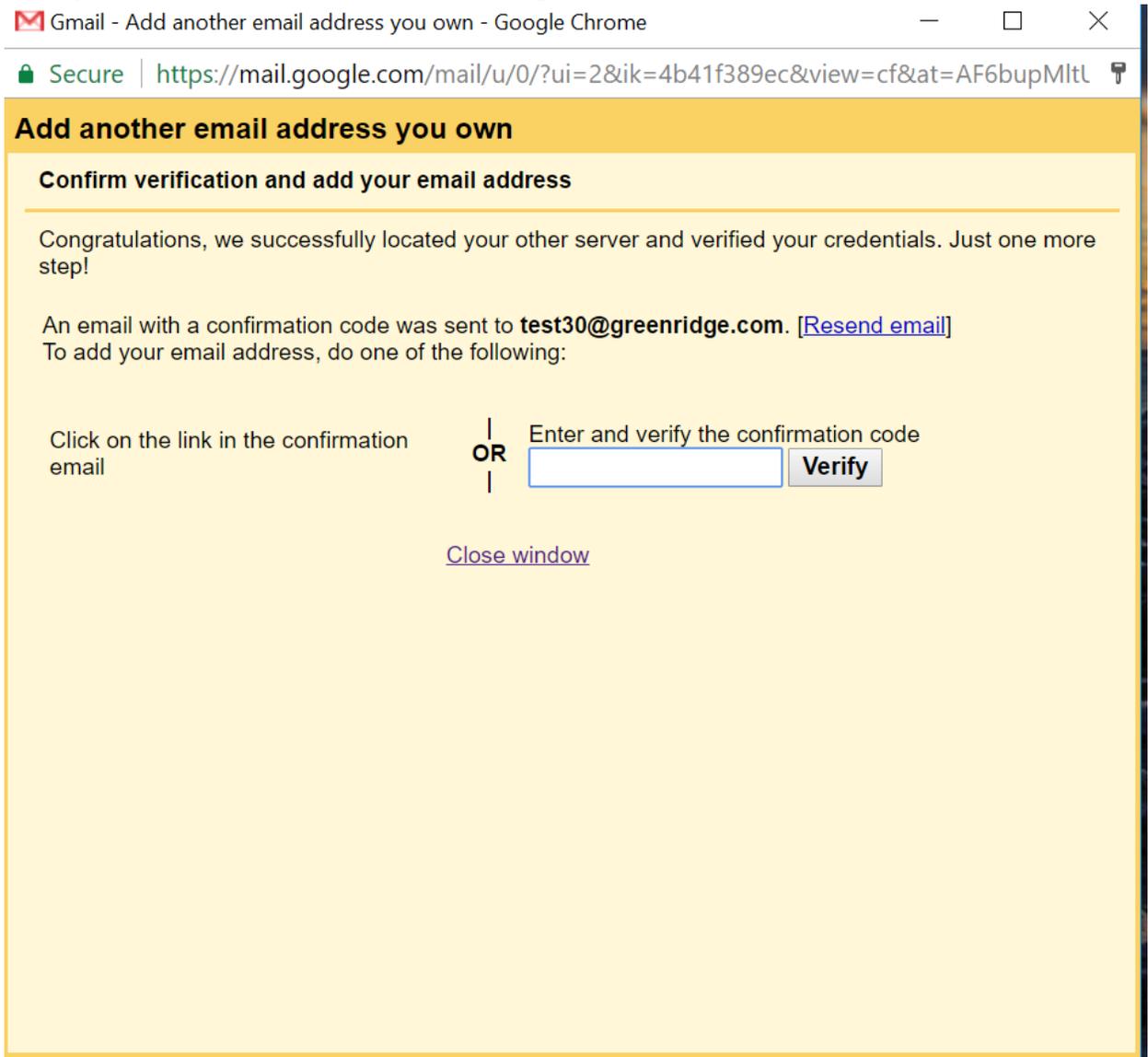
Password:

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

Secured connection using [SSL](#)

Couldn't reach server. Please double-check the server and port number.

7. Verify the email address after receiving an email.



The screenshot shows a browser window with the title "Gmail - Add another email address you own - Google Chrome". The address bar shows a secure connection to "https://mail.google.com/mail/u/0/?ui=2&ik=4b41f389ec&view=cf&at=AF6bupMltl". The main content area has a yellow background and is titled "Add another email address you own". Below this title is a sub-header "Confirm verification and add your email address". The text reads: "Congratulations, we successfully located your other server and verified your credentials. Just one more step!". It then states: "An email with a confirmation code was sent to **test30@greenridge.com**. [\[Resend email\]](#)". Below this, it says: "To add your email address, do one of the following:". There are two options: "Click on the link in the confirmation email" and "Enter and verify the confirmation code". The second option includes a text input field and a "Verify" button. A vertical line with "OR" in the middle separates the two options. At the bottom, there is a link that says "Close window".

You can now send email from your Greenridge mailbox using your Gmail mailbox.