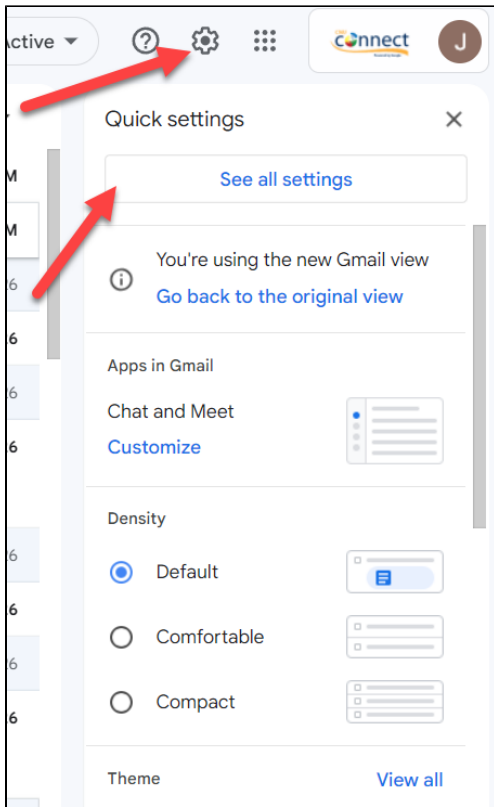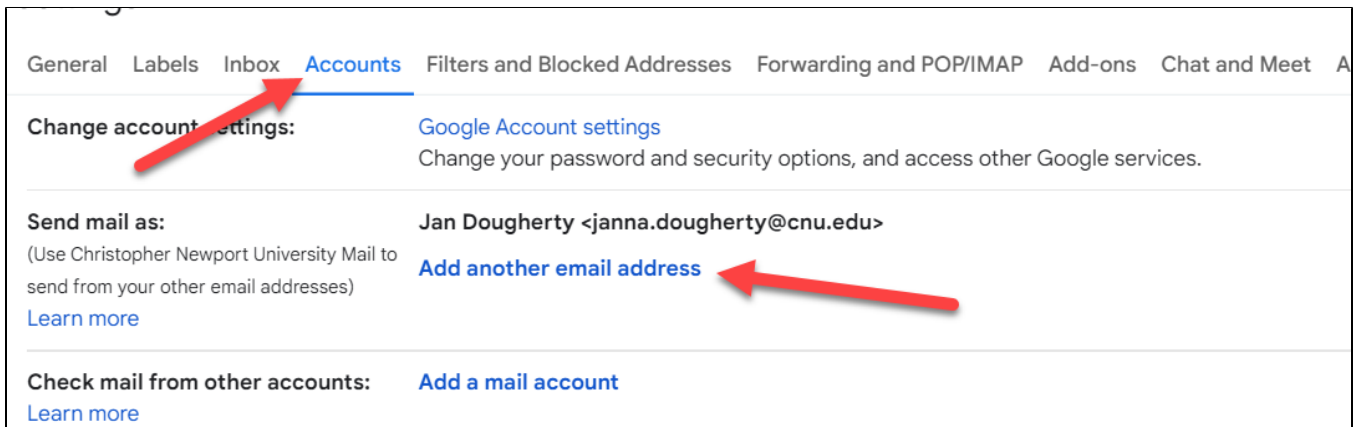# Use my CNU Google Mail to check other email accounts

You can use the Connect interface with your other e-mail accounts. To do so, first navigate to your CNU email. click on Settings menu in your e-mail account (the button should look like a gear in the upper right of your screen) and choose "See All Settings".

On the "Accounts" tab, select "Add another email address.

Enter the display name, and the e-mail address in the appropriate field. If you are the sole owner of the e-mail address, make sure "Treat as an alias" is checked. If you're using a shared e-mail address, or sending e-mails on behalf of someone else, uncheck that box. Then, click "Next Step>>".

You'll then be taken to a screen asking you to send a verification e-mail to the account. Click "Send Verification" to do so.

You will then receive an e-mail with a confirmation code at the e-mail that you're adding.

Enter the confirmation code in the box in your CNU Connect e-mail account, and click "Verify"

Add another email address you own

Confirm verification and add your email address

An email with a confirmation code was sent to **itsdemocnu@gmail.com**. [Resend email]
To add your email address, do one of the following:

Click on the link in the confirmation
email

OR

Enter and verify the confirmation code
143904064   **Verify**

Close window

If the code is correct, the popup window will disappear, and your e-mail address will appear in the "Accounts" tab of the "Settings" menu.

General   Labels   Inbox   **Accounts**   Filters   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.			
Send mail as: (Use Christopher Newport University Mail to send from your other email addresses) Learn more	ITS Services <its_services@cnu.edu>	default	edit info	
	ITS Services <itsdemocnu@gmail.com>	make default edit info		delete
	Add another email address you own			
	When replying to a message: ◯ Reply from the same address the message was sent to ◉ Always reply from default address (currently its_services@cnu.edu) (Note: You can change the address at the time of your reply. Learn more)			
Check mail from other accounts **(using POP3):** Learn more	Add a POP3 mail account you own			
Grant access to your account: (Allow others to read and send mail on your behalf) Learn more	**Add another account** ◉ Mark conversation as read when opened by others ◯ Leave conversation unread when opened by others			
0% full Using 0 GB of your 30 GB	©2014 Google - Terms of Service - Privacy Policy - Program Policies Powered by Google			Last account activity: 17 hour