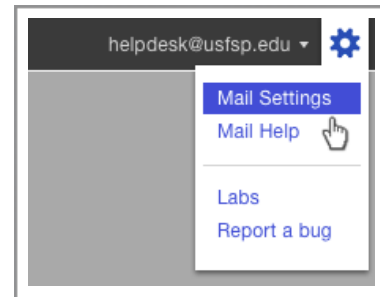


# Configuring Your USFSP.edu Email Address

USF's implementation of Google Mail allows **full-time faculty and staff** send messages with the netid@usfsp.edu address listed as the sender instead of your mail.usf.edu address.

To send mail from the netid@usfsp.edu format, you'll need to sign up for that address first **using the Google Mail interface**, by using the steps outlined below:

1. Sign in to Google Mail with your NetID at this Web address:  
<http://mail.usf.edu/>.
2. Click the gear icon in the upper-right corner of your inbox and select Mail Settings.
3. Click the Accounts tab/link.
4. Under the "Send mail as:" section, click the link "Add another email address you own." A new window will open. Verify that your name is correct.
5. Type your new USFSP email address (netid@usfsp.edu) and click the Next Step button to continue.
6. Select "Send through University of South Florida Mail (easier to set up)" and Next Step.
7. Google Mail will send you a verification message to your new email address to confirm that you own it. Click Send Verification to begin this process.
8. Check your inbox for a message from the "University of South Florida Team" and open it.
9. From this message, confirm the addition of your new address by clicking the confirmation link.



At this point, your new USFSP.edu email address has been added into your USF Google Mail account. You can verify this by returning to Google mail, clicking on the gear icon, selecting Mail Settings, and clicking on the Accounts tab. You will see your netid@usfsp.edu email account listed in the "Send mail as" section.

You can set Google mail to send emails from your netid@usfsp.edu account by clicking on the "make default" link next to this email account. When replying to an email message, you can choose to reply from your default email account by selecting that option in the "Send mail as" section. Otherwise replies will be sent from the email account the message was originally sent to.

Additionally, you can manually change which email address is used to send or reply to an email while composing email messages. To use one of your alternate outgoing addresses, you can pick an address from the drop-down menu in the "From:" field. If you're replying or forwarding to a message, click "change" option next to the "From:" field.

## Help & Technical Support Information

Office of Campus Computing

Email: [helpdesk@usfsp.edu](mailto:helpdesk@usfsp.edu)

Phone: (727) 873-4357

Web: <http://usfsp.edu/computing/>