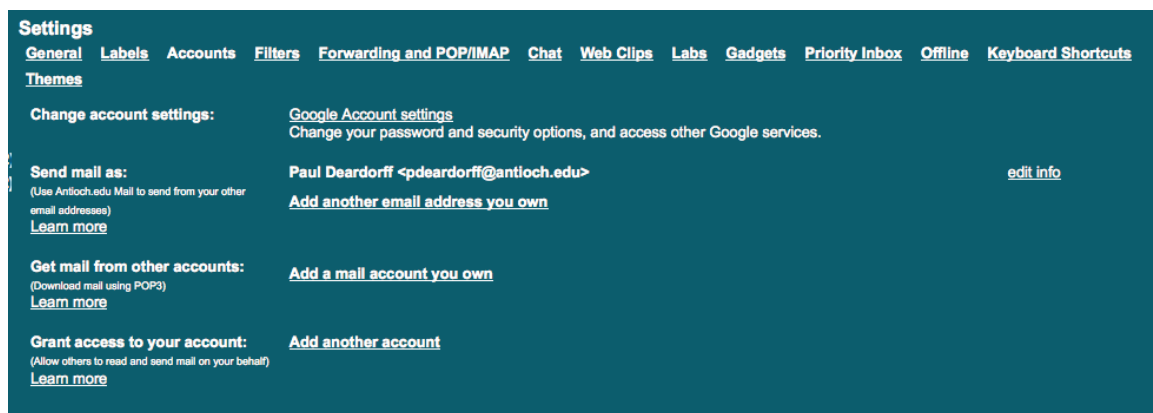


Sharing Access to Departmental Gmail Accounts

If your Department needs multiple people to access an email account, there is a simple way to do this in Gmail. Rather than having to log out of your account to log into a departmental account, you can now go into a shared account simply by clicking on a link inside your account. To set this up:

1. Log into the account you want to share access, and click on the Settings link at the top right of the Inbox page.
2. Click on the Accounts tab

You will see the page below:



Now click on Add another account next to Grant access to your account and you will see the following page:

A screenshot of the 'Grant access to your account' dialog box. It has a yellow header with the title 'Grant access to your account'. Below the header, it says 'Specify a Google Account holder to access your account.' followed by a warning: '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.' Below this is an error message: 'Error: Google account address you have specified is invalid.' At the bottom, there is a text input field labeled 'Email address:' and two buttons: 'Cancel' and 'Next Step »'.

Type in the address of the person who needs access and click on Next Step button. You then see the following page:

Are you sure?

You are about to grant **1000001@antioch.edu** access to your mail. You will be able to revoke this later.

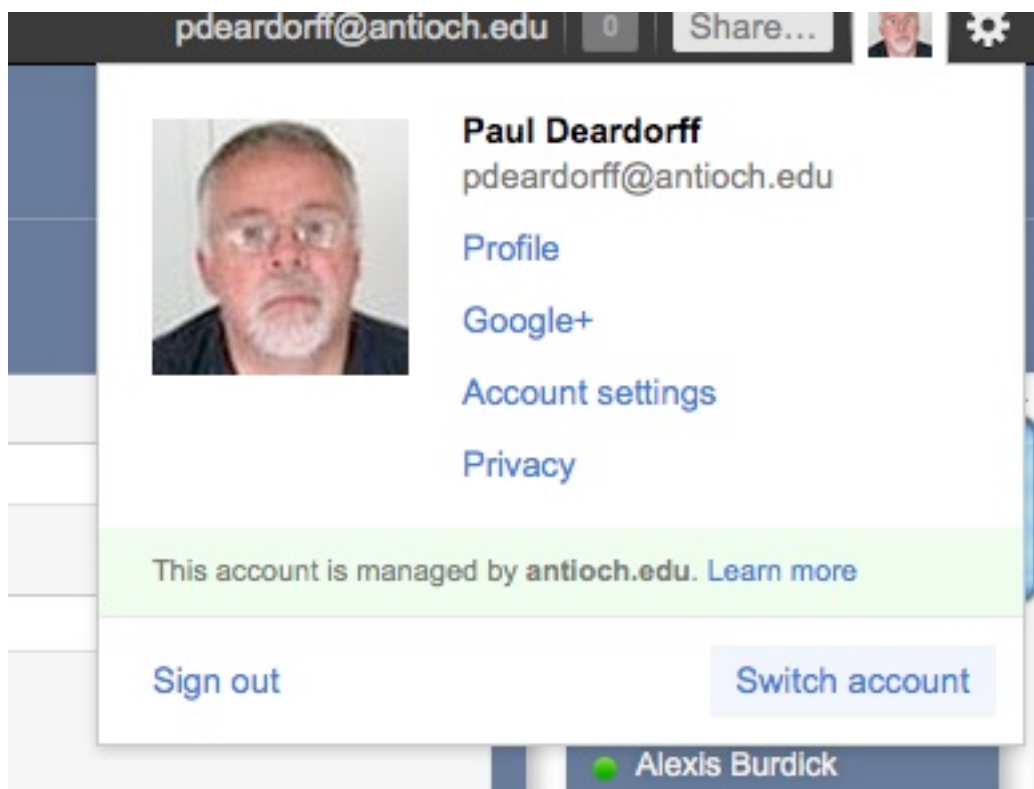
In order to complete this process, we need to send 1000001@antioch.edu a confirmation email to accept access. After accepting access to your account, they will be able to open your account.

1000001@antioch.edu can access your mail using HTTPS only.

Cancel

Send email to grant access

Click on Send email to grant access. The system will send an email to the designated users (this email will come from the Antioch.edu team). You will need to open the email, and click on the link accepting access to the Departmental account. Then you will need to wait approximately 30 minutes then a Switch Account link will appear when you click on your email address at the top right of your Inbox:



Click on Switch Account and you will be given list of other accounts that are accessible from your account.

[◀ Back](#)

pdeardorff@antioch.edu



pdeardorff@antioch.edu (default)

gmailquestions@antioch.edu

gmailquestions@antioch.edu (delegated)

admin@antioch.edu

admin@antioch.edu (delegated)

[Sign in to another account...](#)

[Sign out of all accounts](#)

Click on the account you want to access. It will open in a new page/tab.

To remove access, go back to the accounts tab and you will see a link to remove account access.