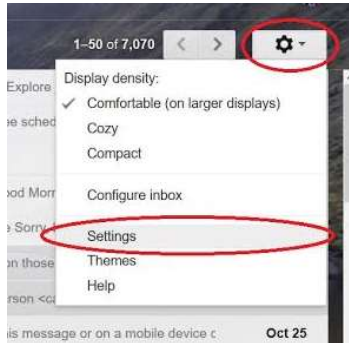


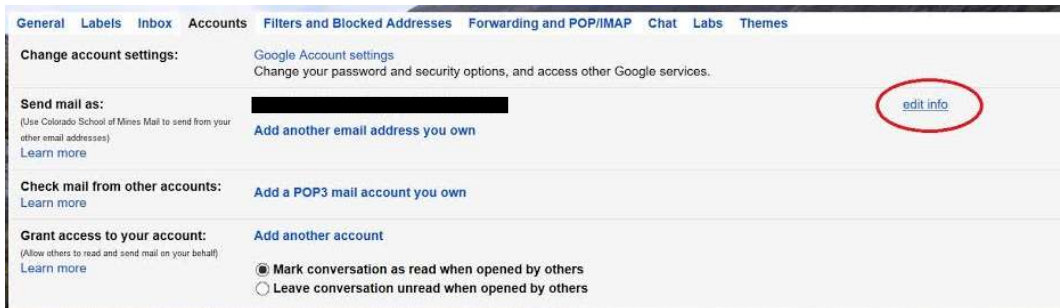
How to Change Your Preferred Name on the School Email Server:

This is a step-by-step guide to changing the name displayed by your account when you send emails on the Mines Gmail server. This will not change the name associated with your account or the name displayed when actively editing anything on GoogleDrive.

1. Login to your email and click the settings drop down menu in the upper right hand corner. Click on the settings option on the drop down menu.



2. The following menu should appear. Under the heading “Send Mail As” select the Edit option.



3. The following window should appear. Type the name that you would prefer to have displayed on your email in the second box under the name heading. Ensure that that option is selected. Save the changes.

