



Editing Your Reply-to Address in Google Apps @ UA

A quick walk through for editing your reply-to address in Google Apps @ UA Mail.

1. Login to Google Apps @ UA

2. Open the Settings



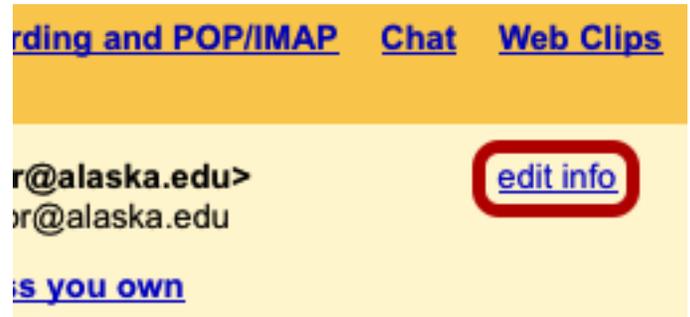
Click on the "Settings" link.

3. Select Accounts



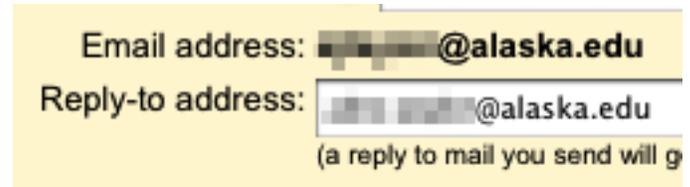
Click on the "Accounts" link tab.

4. Edit Your Information



Click on the "edit info" link to the right of your Name and Email Address.

5. Edit the Reply-to Address



Edit the Reply-to Address to the address you want people to reply to.

NOTE: If you are not using your uusername@alaska.edu email address, make sure the email address you are using exists.

6. Save Changes

Click on the "Save Changes" button to save your change.