

OFFICE OF Information Technology Support Center

Editing Your Reply-to Address in Google Apps @ UA Last Revised: 01/13/10

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

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r@alaska.edu> x@alaska.edu		edit info
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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 uausername@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.