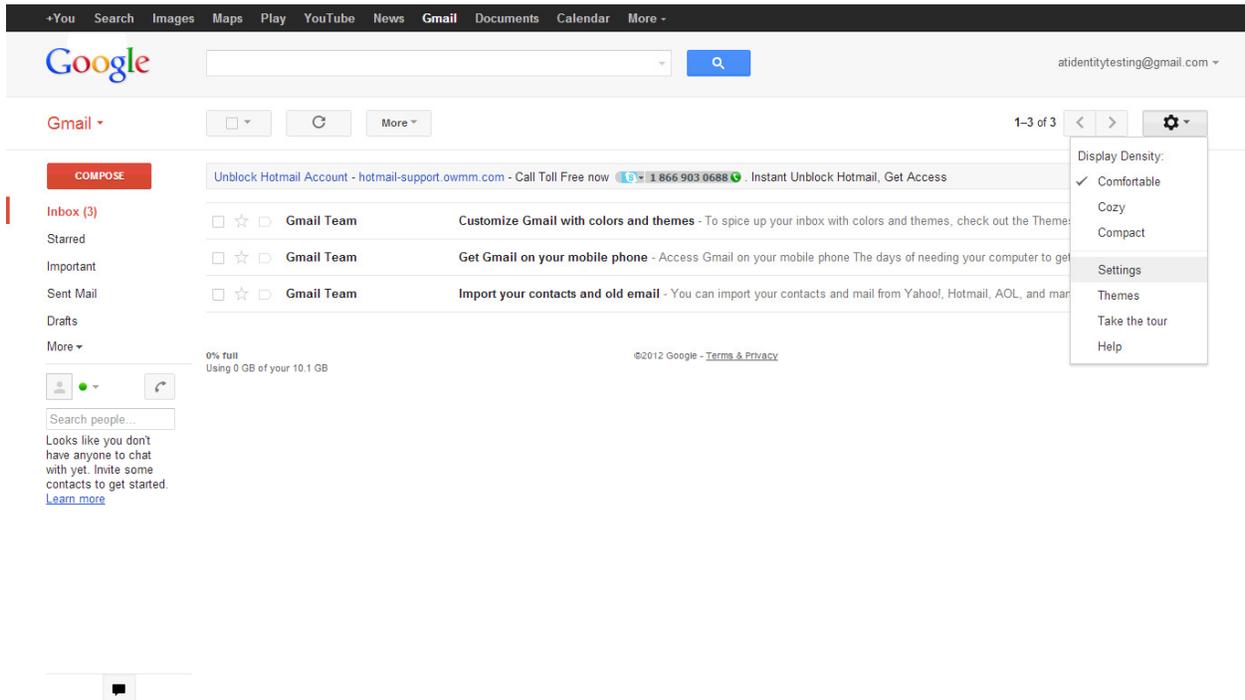


@chicago™

## @Chicago.com Gmail setup instructions

To send emails using your new email address through Gmail please login to your Gmail account, click on the gear icon  and then click on Settings:



2. Next step involves connecting your new email account (an alias) with your Gmail.

Click on “Accounts and Import” and under Send mail as click on “Add another email address you own”.

The screenshot shows the Gmail Settings page for the account 'atidentitytesting@gmail.com'. The 'Accounts and Import' tab is selected. The page is divided into several sections:

- Change account settings:** Includes links for 'Change password', 'Change password recovery options', and 'Other Google Account settings'.
- Import mail and contacts:** Includes a link to 'Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts' and a link to 'Import mail and contacts'.
- Send mail as:** Shows the current email address 'Atidentity Testing <atidentitytesting@gmail.com>' and a link to 'Add another email address you own'.
- Check mail from other accounts (using POP3):** Includes a link to 'Add a POP3 mail account you own'.
- Using Gmail for work?:** Includes a link to 'Companies can power their email with Gmail for businesses'.
- Grant access to your account:** Includes a link to 'Add another account' and two radio button options: 'Mark conversation as read when opened by others' (selected) and 'Leave conversation unread when opened by others'.
- Add additional storage:** Shows 'You are currently using 0 MB (0%) of your 10,299 MB. Need more space? Upgrade your storage'.

At the bottom, it indicates '0% full Using 0 GB of your 10.1 GB' and '©2012 Google - Terms & Privacy'. The URL in the address bar is 'https://mail.google.com/mail/?shva=1#settings/accounts'.

3. A new pop up screen will show up. In Name field, input your First and Last name and in Email Address field enter your full new email address, i.e. [bob@chicago.com](mailto:bob@chicago.com). Make sure the checkbox “Treat as an alias” is checked.

4. On the same screen click on “Specify a different “reply-to” address and enter again your new email address.

The screenshot shows a pop-up window titled 'Add another email address you own' overlaid on the Gmail Settings page. The form contains the following fields and options:

- Name:** A text input field containing 'Bob Jones'.
- Email address:** A text input field containing 'bob@chicago.com'.
- Treat as an alias.** A checkbox that is checked, with a 'Learn more' link next to it.
- [Specify a different "reply-to" address \(optional\)](#) A link to specify a different reply-to address.
- Buttons:** 'Cancel' and 'Next Step »' buttons.

The background shows the same Gmail Settings page as the previous screenshot, but it is partially obscured by the pop-up window. The URL in the address bar is 'https://mail.google.com/mail/?ui=2&ik=277dc7d1e3&view=cf&at=AF6bupMjQuEPLza8G73sgFGEI.xh\_TW8nSg'.

5. After you have filled out these three fields, you have two options
  - a. "Send through Gmail (easier to set up)" but when sending emails your address will appear as "<yourname@gmail.com> on behalf of <yourname@chicago.com>".
  - b. "Send through chicago.com SMTP servers". This will allow you to send emails as "yourname@chicago.com" using the Gmail SMTP server. For the field SMTP server, type "smtp.gmail.com" and use port "587". For username type your full **Gmail email address and then your Gmail password**. Select "Secured connection using TLS (recommended)".\*

\*See problem troubleshooting for 5b

**Add another email address you own**

**Send mail through your SMTP server?**

When you send mail as **bob@chicago.com**, the mail can either be sent through Gmail or through chicago.com SMTP servers.

Send through Gmail (easier to set up)

Send through chicago.com SMTP servers [Learn more](#)

6. Click Next Step and then "Send Verification" link. Since your new @Chicago.com email is pointing to your Gmail, your verification email will show up in your Gmail account shortly.
7. Open the verification email and click on the verification link.
8. Congratulations, you have now successfully connected your new @Chicago.com email account with your Gmail. You can now send and reply to emails using your new @Chicago.com email address.

### Troubleshooting (5b)

Problem 1: When inputting Username information, Gmail sometimes adds characters to the local part of your Gmail address by default, this is irrelevant, since your username should be your full Gmail address.

**Edit email address**

Send mail through your SMTP server?

When you send mail as Eric.schmid@chicago.com, the mail can either be sent through Gmail or through chicago.com SMTP servers.

Send through Gmail (easier to set up)

Send through chicago.com SMTP servers [Learn more](#)

You are currently using: unsecured connection on port 587  
To edit, please adjust your preferences below.

SMTP Server:  Port:

Username:

Password:

Secured connection using [TLS](#) (recommended)

Secured connection using [SSL](#)

Problem 2: Another common error is that Gmail will block your Gmail from acting as the SMTP server.

**Edit email address**

Send mail through your SMTP server?

When you send mail as Eric.schmid@chicago.com, the mail can either be sent through Gmail or through chicago.com SMTP servers.

Send through Gmail (easier to set up)

Send through chicago.com SMTP servers [Learn more](#)

You are currently using: secured connection on port 587 using TLS  
To edit, please adjust your preferences below.

SMTP Server:  Port:

Username:

Password:

Secured connection using [TLS](#) (recommended)

Secured connection using [SSL](#)

Authentication failed. Please check your username/password.  
[Server response: 534-5.7.9 Please log in with your web browser and then try again. Learn more at 534-5.7.9 <https://support.google.com/mail/bin/answer.py?answer=78754> 534 5.7.9 [WEBLOGINREQUIRED] f10sm6204284wib.10 - gsmt code(534)]

In order to correct this error, there should be a red bar, "Warning: Google prevented a suspicious attempt to sign in to your account. Was it you?" Click "Was it you?" to follow through the walk-through.

Warning: Google prevented a suspicious attempt to sign in to your account. [Was it you?](#)

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Last account activity: 10 minutes ago  
[Details](#)



On the next page, click on “Yes” to the question “Do you recognize all of the above activity?”

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**Suspicious activity in your account**

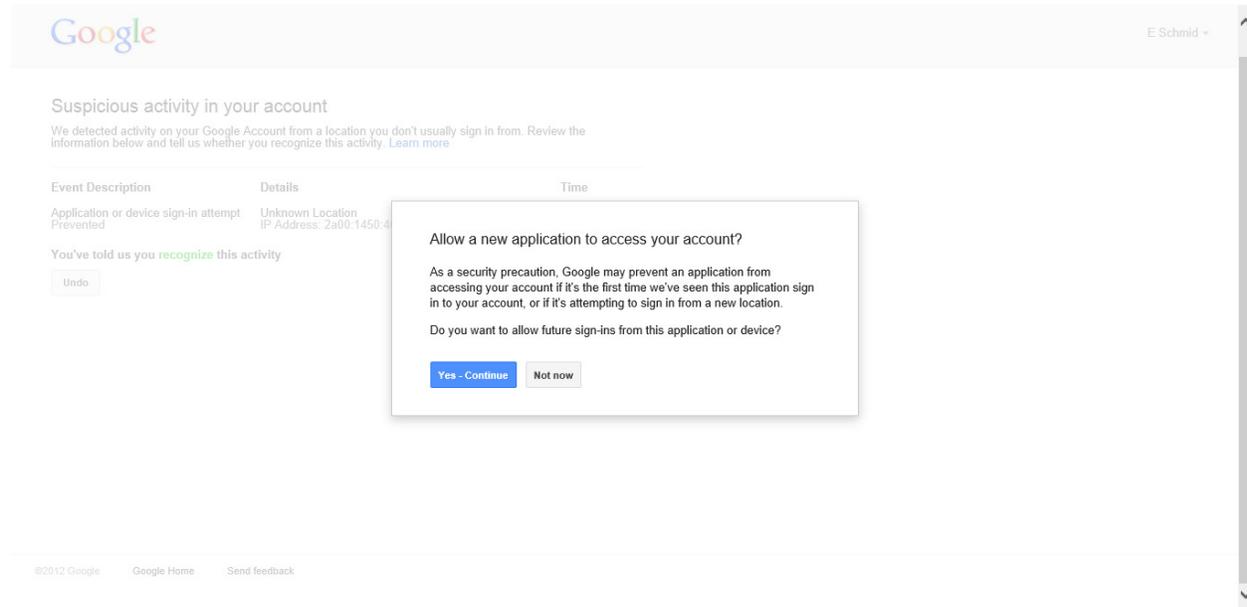
We detected activity on your Google Account from a location you don't usually sign in from. Review the information below and tell us whether you recognize this activity. [Learn more](#)

Event Description	Details	Time
Application or device sign-in attempt Prevented	Unknown Location IP Address: 2a00:1450:400c:c03:0:0:0:233	May 15, 2013 9:07:19 AM

Do you recognize all of the above activity?

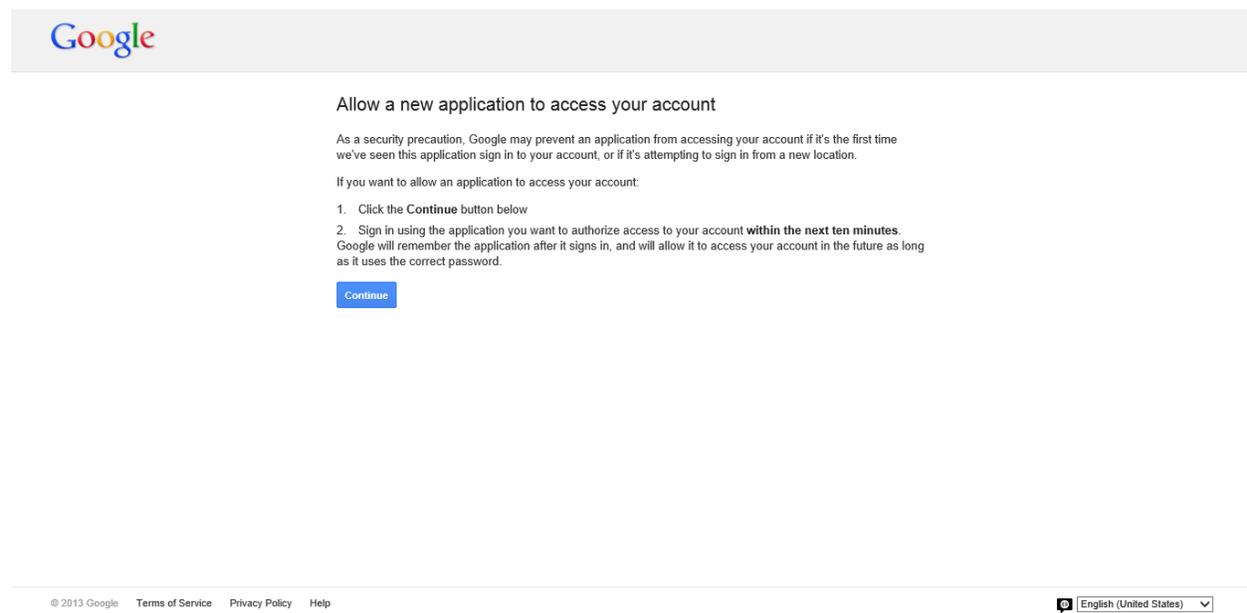
©2012 Google [Google Home](#) [Send feedback](#)

Proceed to click “Yes – Continue” to the question “Allow a new application to access your account?”



The screenshot shows a Google account page with a notification titled "Suspicious activity in your account". The notification text reads: "We detected activity on your Google Account from a location you don't usually sign in from. Review the information below and tell us whether you recognize this activity. [Learn more](#)". Below this is a table with columns "Event Description", "Details", and "Time". The first row shows "Application or device sign-in attempt Prevented" with details "Unknown Location IP Address: 2a00:1450:4...". Below the table, it says "You've told us you recognize this activity" with an "Undo" button. A modal dialog is overlaid on the page with the title "Allow a new application to access your account?". The dialog text says: "As a security precaution, Google may prevent an application from accessing your account if it's the first time we've seen this application sign in to your account, or if it's attempting to sign in from a new location. Do you want to allow future sign-ins from this application or device?" There are two buttons: "Yes - Continue" (highlighted in blue) and "Not now".

Click “Continue”



The screenshot shows the "Allow a new application to access your account" dialog. The text reads: "As a security precaution, Google may prevent an application from accessing your account if it's the first time we've seen this application sign in to your account, or if it's attempting to sign in from a new location. If you want to allow an application to access your account: 1. Click the Continue button below 2. Sign in using the application you want to authorize access to your account **within the next ten minutes.** Google will remember the application after it signs in, and will allow it to access your account in the future as long as it uses the correct password." There is a blue "Continue" button at the bottom.

You should now be able to repeat Steps 5-8 without the error after signing in and out of your Gmail account.



### Next step

Sign in using the application you want to authorize access to your account **within the next ten minutes**. Google will remember the application after it signs in, and will allow it to access your account in the future as long as it uses the correct password.