

# How to Share the Inbox of a Generic Email Account to other Appstate Accounts.

These instructions are used to grant ASU users access to the inbox of a generic account.



This grants access to the gmail app for the generic account only. This does not grant access to the drive, calendars or other apps.

## Step-by-step guide

1. Log into the Generic account.
2. Go to **Settings** (click the gear on the upper right side above the inbox, click Settings).
3. Go to the **Accounts and Imports** tab.
4. Scroll down to the **Grant access to your account** section and click on **Add another account**.
5. Add the email address of the user you want to add and click **Next Step**.
6. Verify email address and Click **Send email to grant access**. Once approved, the (delegated) account will show up in their list of accounts. It takes around 15-30 minutes to show up.

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