Setting up Mail Delegation in Gmail

This guide will show you how to grant someone mail delegation access to your App State Gmail account. Account delegation enables others to view and send mail without sharing the password to the account.

ⓘ This only grants access to the inbox. To gain access to the drive, the user will need to log into the account.

To Delegate an Account to Another User

Delegating an account to a user grants them permission to view and send emails from your account.

1. Sign in to your Gmail account and click the gear icon ⚙ in the top-right corner of your browser.
2. Click "See all settings".
3. Click on the "Accounts and Import" tab.
4. Under the "Grant access to your account" section, click the "Add another account" link.
5. A dialog box will pop up. To grant access to your account to another email address, enter the email address of the person you'd like to have access to your account (You can only enter a Google email address.) and click "Next Step".
6. You will see a confirmation message. Click "Send email to grant access" if you're sure.
7. The delegate will receive a verification email explaining that you've granted access to them.

After the delegate confirms this request (it may take up to 30 minutes for the verification process to be completed), you can see if the delegate has confirmed access to your account by navigating to your Gmail settings, clicking on the "Accounts and Import" tab, and scrolling down to the "Grant access to your account" section where you will see either pending or accepted next to the delegate's name and email address.

If someone has granted you access to their account, you can access it by clicking on your profile picture or email address in the upper-right corner of your Gmail window and choosing your delegate's email address.

Note: When you send mail from your delegate's account, it will appear as sent by delegated_account_name@appstate.edu (sent by person_with_delegated_access@appstate.edu). If you do not want the "sent by" to appear in sent mail, you will need to set up the ability to send from another account. You can do this by following the guide here: Sending Mail from a Different Address in Gmail.

How to Revoke Mail Delegation Access

If you no longer want to grant somebody else access to your account, follow these instructions:

1. Sign in to your Gmail account and click the gear icon ⚙ in the top-right corner of your browser.
2. Click "See all settings".
3. Click on the "Accounts and Import" tab.
4. In the "Grant access to your account" section, click delete on any account you want to remove.

If you have any questions, feel free to submit a support request, or call the Help Desk at 828-262-6266.

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