How do I delegate access to my Gmail?

Tell Me

1. Log into gmail.uncc.edu.
2. Click the gear in the top right.
3. Select Settings.
4. Select the Accounts and Import tab.
5. Under Grant access to your account, click the Add another account link.
6. Enter the email address of the person you'd like to access your account and click Next Step.
7. You'll see a confirmation message. Click Send email to grant access if you're sure.
8. The delegate will receive a verification email explaining that you've granted access to them.
9. After the delegate confirms this request, it may take up to 30 minutes for the verification process to be completed. To see if the delegate has confirmed access to your account, look at the Accounts and Import tab in Settings.

Related FAQs

- How do I search for emails from someone who has a regular email address and an alias?
- Email Alias
- How do I export my Contacts from Gmail?
- How do I automatically forward my Gmail email to a different account?
- How do faculty and staff setup an email alias?