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.
   1. Remember you can only enter a Google Mail address.
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.
   1. 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.
9. Additional information is on Google's Support Page.

Related FAQs

Page: How can I send a mass email to faculty, staff or students?
Page: How do I request a generic email account?
Page: What types of Generic Accounts are available for Gmail at UNC Charlotte?
Page: How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?
Page: Where did my Contacts go in the new Gmail interface?