How do I access multiple Gmail accounts?

Tell Me

If you are responsible for managing multiple email accounts and the individual has already given you access, follow these steps for adding an account to your profile:

1. Log into your email account
2. In the top right, click on your name
3. From the drop-down screen, click **Add account**
4. Enter the log in information for the additional account and sign in
5. You should now see the new email account in a new tab/window in your browser
6. Repeat steps 2-4 for any desired accounts

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**Info**

If you are responsible for a generic account, see this FAQ.

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Related FAQs

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