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

Related FAQs

• How does a supervisor request temporary access to an employee’s Gmail account?
• How do I set up “Send mail as” permissions for an account I am a delegate for?
• How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
• What is a filter and how do I create one in Gmail?
• How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?