

CHANGING WHO YOUR NN EMAIL IS "FROM"

NN Welcome Reception Board Inbox x

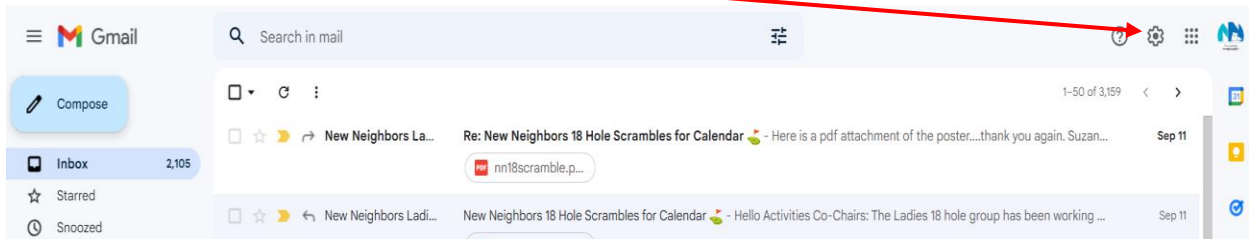


NN Needle Arts Shanti, Shelagh & Katy <nnneedlearts@gmail.com>
to Shanti

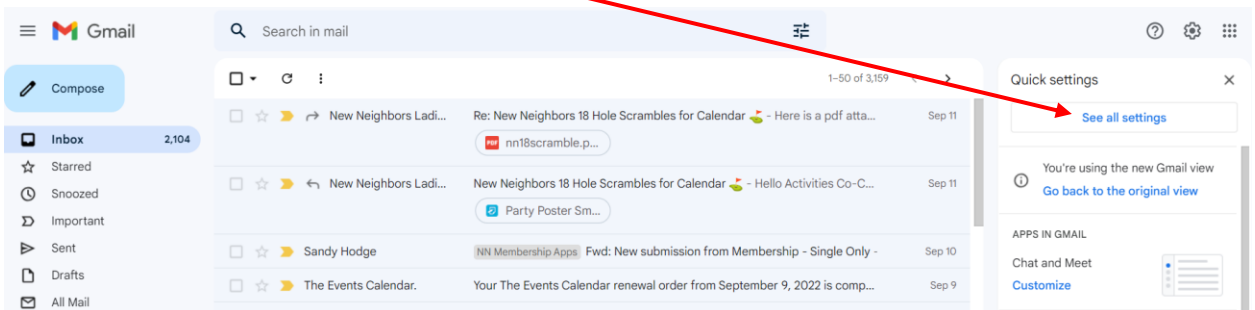
How to change this

Step 1. On a laptop, open your NN email. These instructions are for a windows PC. A Mac will look different and things may be in different places, but you should be able to figure it out.

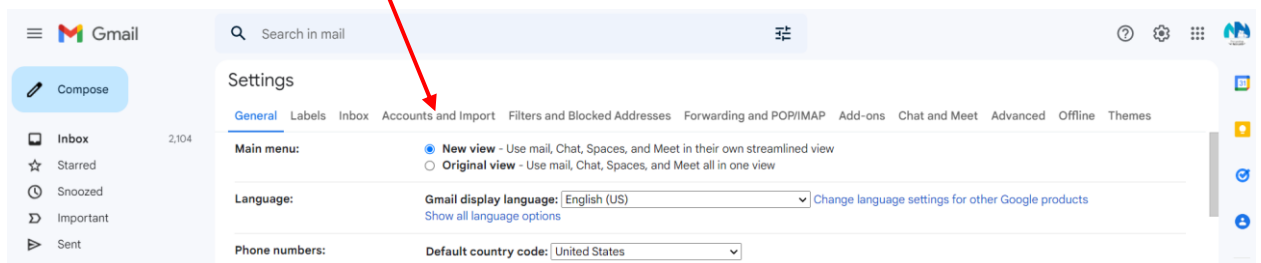
Click on the "gear icon"



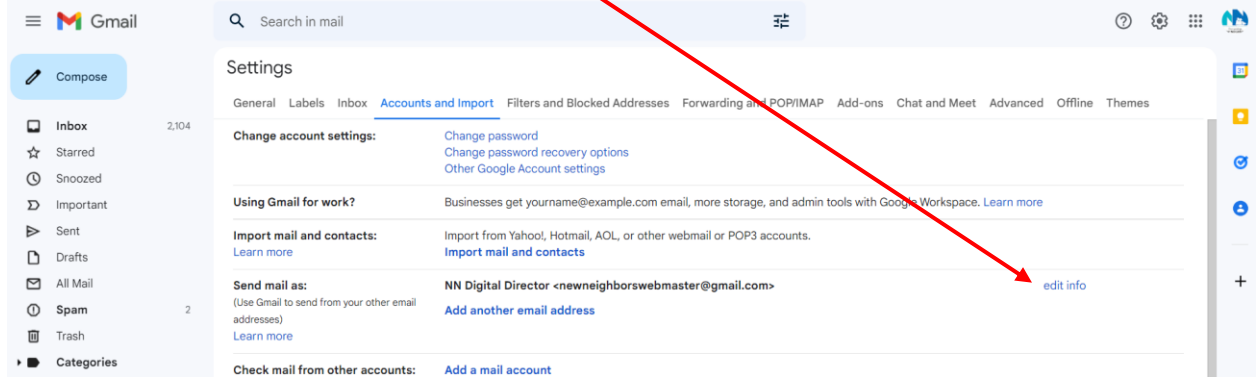
Step 2. Find "See all settings" and click on it



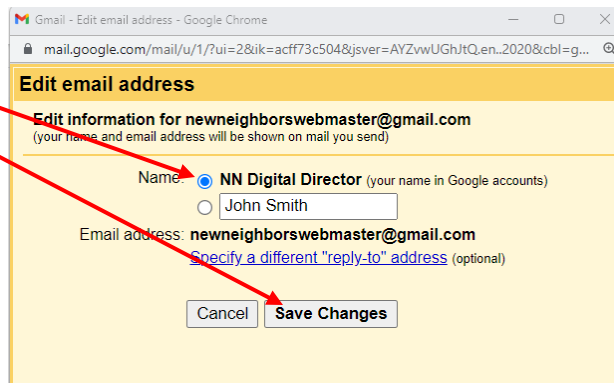
Step 3. Click on "Accounts and import"



Step 4. Find “Send mail as:” and click on “edit info”



Step 5. A dialogue box will open. We recommend that you select the top option, but if you want to select and fill in the 2d option, that is up to you. When complete, click “Save changes”



Step 6. Click on “Inbox” to return to your Inbox. All done!

