

Matching,  
Change your business

porters

# Email sender change for Gmail

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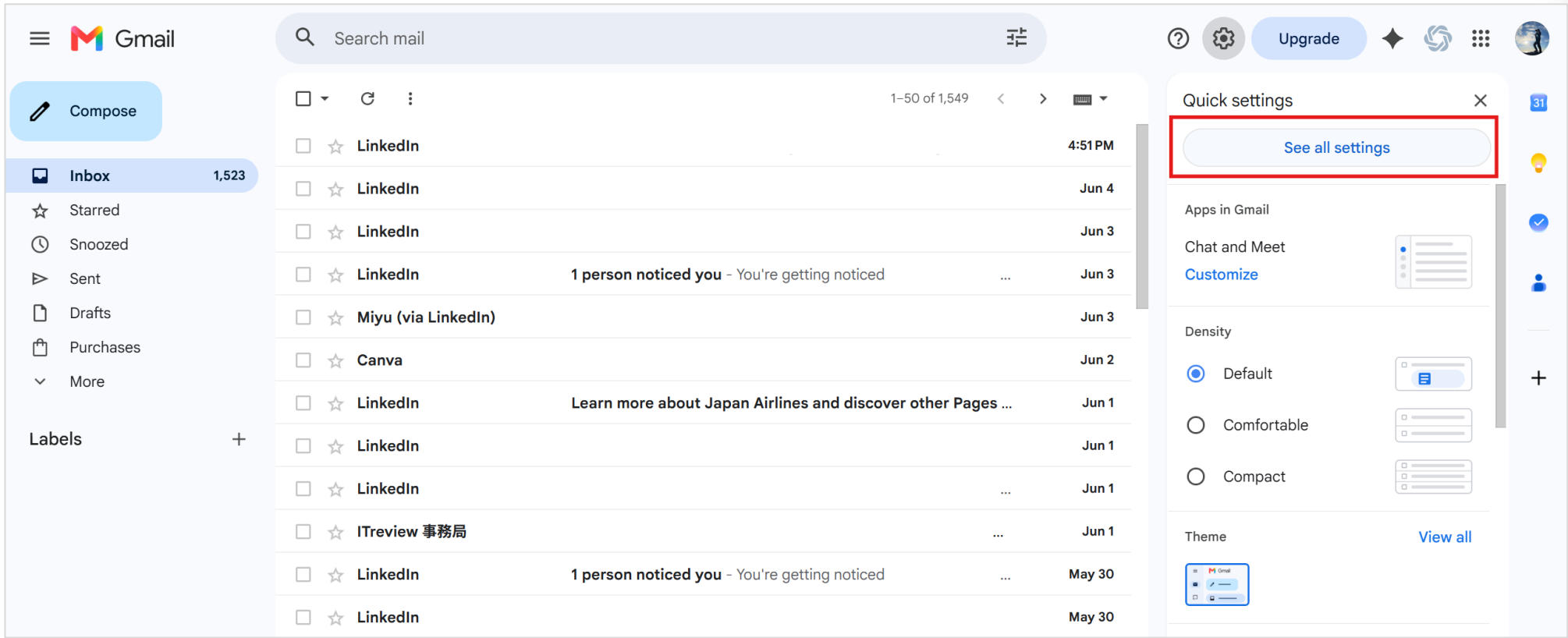
**PORTERS has a feature that allows you to send emails from an address other than the one used for login.**

**However, when sending emails via Gmail, you will need to grant permission in Gmail to send from an email address other than the authenticated account.**

**\*This step is not required when sending emails directly through PORTERS.**

# Add an owned address from Gmail

1. Open your personal Gmail and submit a request to add it as an owned address.

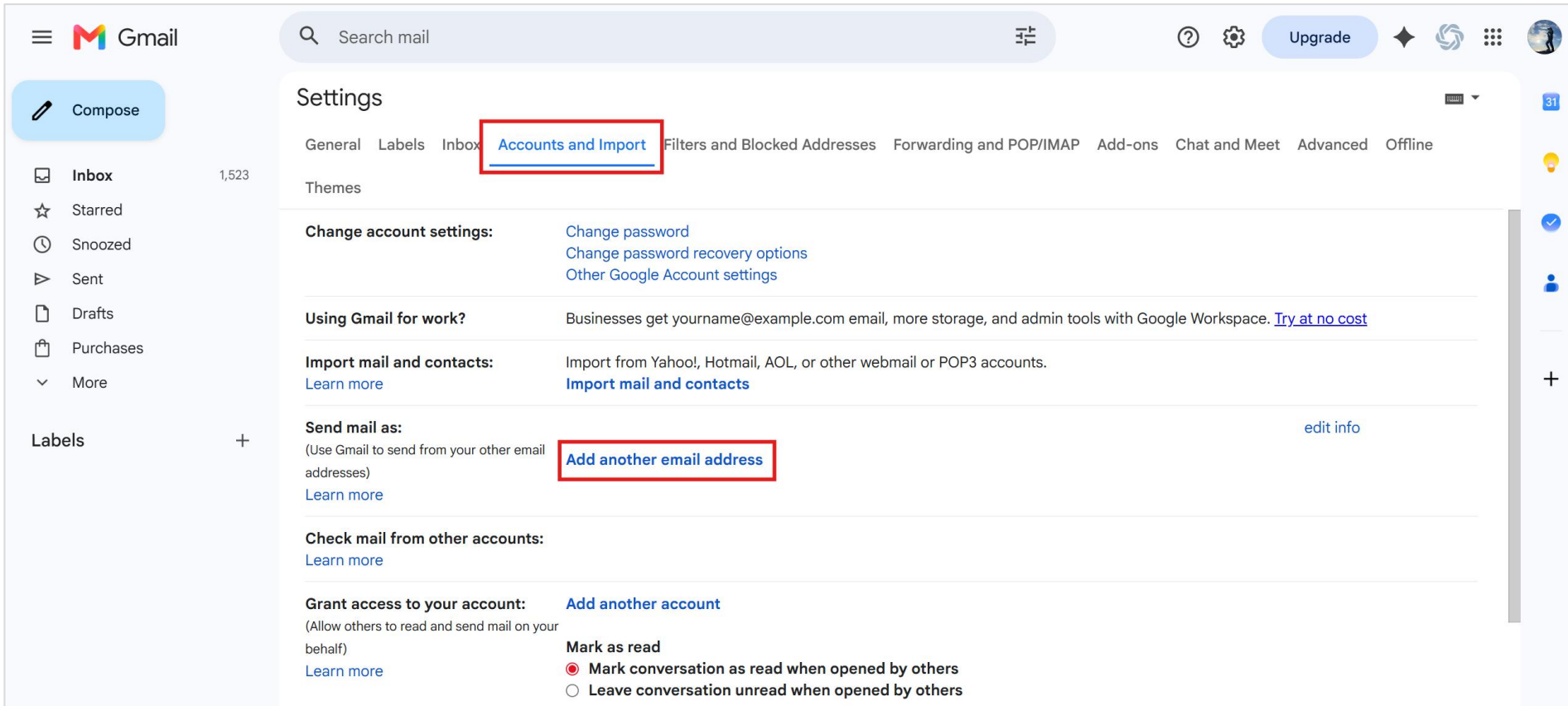


The screenshot shows the Gmail interface with the 'Quick settings' panel open on the right. The 'See all settings' button is highlighted with a red box. The main inbox is visible on the left, showing several emails from LinkedIn and other sources. The 'Quick settings' panel includes options for 'Apps in Gmail', 'Chat and Meet', 'Density', and 'Theme'.

Sender	Subject	Date
LinkedIn		4:51 PM
LinkedIn		Jun 4
LinkedIn		Jun 3
LinkedIn	1 person noticed you - You're getting noticed	Jun 3
Miyu (via LinkedIn)		Jun 3
Canva		Jun 2
LinkedIn	Learn more about Japan Airlines and discover other Pages ...	Jun 1
LinkedIn		Jun 1
LinkedIn		Jun 1
ITreview 事務局		Jun 1
LinkedIn	1 person noticed you - You're getting noticed	May 30
LinkedIn		May 30

# Add a Mail Account

## 2. Click the Account tab, then click "Add another email address".



The screenshot shows the Gmail Settings interface. The left sidebar contains navigation options: Compose, Inbox (1,523), Starred, Snoozed, Sent, Drafts, Purchases, and More. Below these are Labels and a plus sign. The main content area is titled "Settings" and has a sub-tab "Accounts and Import" highlighted with a red box. The "Accounts and Import" tab is selected, and the "Add another email address" link is also highlighted with a red box. Other settings sections include "Change account settings", "Using Gmail for work?", "Import mail and contacts", "Send mail as:", "Check mail from other accounts:", and "Grant access to your account:". The "Send mail as:" section includes a sub-section "Mark as read" with two radio button options: "Mark conversation as read when opened by others" (selected) and "Leave conversation unread when opened by others".

**Accounts and Import**

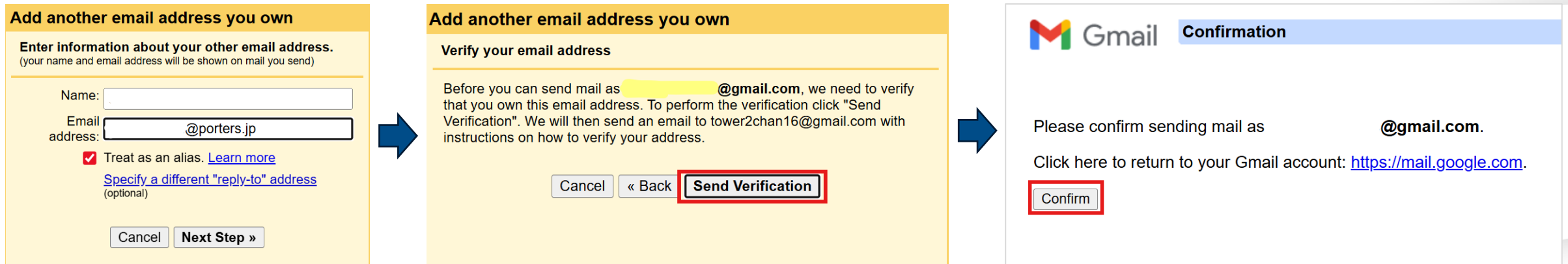
**Send mail as:** [Add another email address](#) [edit info](#)

**Mark as read**

- Mark conversation as read when opened by others
- Leave conversation unread when opened by others

# Enter the Address to Add

3. Enter the email address you want to add, and a confirmation email will be sent to that address.
4. A verification code will be sent to the email address you are adding — enter the code to complete the registration.

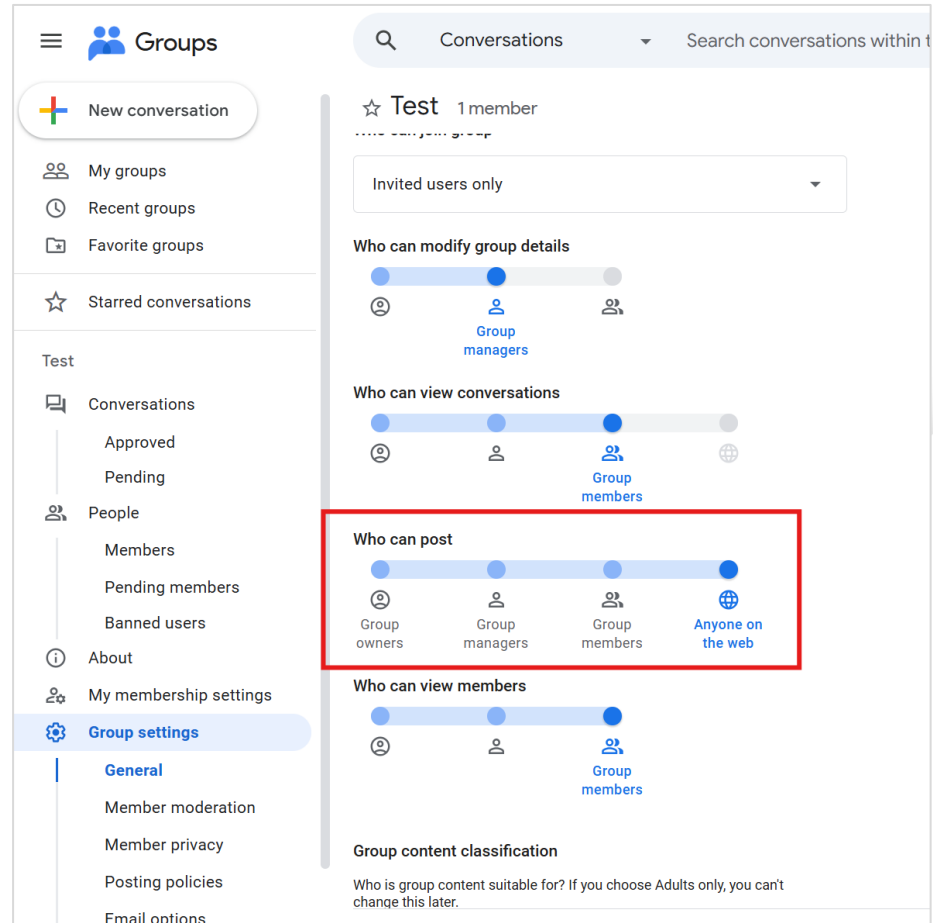


# Enter the Address to Add

⌘ The group must have "Who can post" set to "Anyone on the web"

↓ Link in bio

<https://groups.google.com/>



The screenshot shows the Google Groups interface for a group named "Test". The left sidebar contains navigation options: "New conversation", "My groups", "Recent groups", "Favorite groups", "Starred conversations", "Conversations" (with sub-options: Approved, Pending), "People" (with sub-options: Members, Pending members, Banned users), "About", "My membership settings", and "Group settings" (highlighted). Under "Group settings", "General" is selected, with other options like "Member moderation", "Member privacy", "Posting policies", and "Email options".

The main content area shows the "Who can post" setting, which is highlighted with a red box. The setting is currently set to "Anyone on the web", indicated by a blue dot on the rightmost position of the slider. Other options include "Group owners", "Group managers", and "Group members".

Other settings visible include "Who can modify group details" (set to "Group managers"), "Who can view conversations" (set to "Group members"), and "Who can view members" (set to "Group members").

At the bottom, there is a section for "Group content classification" with a note: "Who is group content suitable for? If you choose Adults only, you can't change this later."