



## Sending Email from Chicago Booth using Windows Live, Gmail or Yahoo

Windows Live, Gmail and Yahoo! can be set up so that you can send email from Booth using these accounts. Follow the steps below to send email using each internet service provider to send email as coming from Booth

### Set up Windows Live (Hotmail, MSN) to send from Booth

1. Open a browser window.
2. Point it to: <http://home.live.com/>.
3. Login with your Windows Live ID and password.
4. Click on the **Mail** link.
5. From the right, click on the **Options** link.
6. Click on the **More options** link.
7. Click on the **Send and receive mail from other e-mail accounts** link.
8. Under *You can send mail from these accounts* click on **Add another account to send mail from** link.
9. In the *Email* address: field, type your Booth email address.
10. In the *Password*: field, type your Booth password.
11. Login to the account where you have your Booth email forwarded.
12. Open the email from your Windows Live account and verify that you own the e-mail address by clicking on the link in the email.

### Compose an email to send from Chicago Booth

1. Click on the **Mail** link.
2. Click on the **New** link.
3. Next to the *From*: field, click on the dropdown arrow to select the Booth email address to mail from.
4. Enter the recipient in the *To*: field and a subject in the *Subject*: field.
5. Enter the message in the message field.
6. Click on the **Send** button.

### Set Booth as the Default Email Address in Hotmail

1. Click on the **Options** link.
2. Click on the **More Options** link.
3. Click on the **Send and receive email from other email accounts** link.
4. Next to the account you would like to set as the default, click on the **Use as default** link.




**Note:** When you send mail from a different address in Windows Live Hotmail, the e-mail recipient may receive information that is similar to the following: "From: 'your Windows Live Hotmail e-mail address' on behalf of [yourname@example.com](mailto:yourname@example.com)" where [yourname@example.com](mailto:yourname@example.com) is the e-mail address you used instead of your Windows Live Hotmail address.



**Note:** You can now send email from Hotmail as Chicago Booth.

### Set up Gmail to send from Booth

1. Open a browser window.
2. Point it to: <http://mail.google.com>.
3. Login with your Gmail username and password.
4. Click on the  (sprocket icon), top right.
5. Click on the **Mail Settings** link.
6. Click on the **Accounts and Import** link.
7. Click on the **Send mail from other address** button.
8. In the *Name*: field, type your full name.
9. In the *Email address*: field, type your Chicago Booth email address.
10. Click on the **Next Step >>** button.
11. Select the **Send through ChicagoBooth.edu SMTP servers** radio button.
12. In the *SMTP Server*: field, type *smtp.chicagobooth.edu*.
13. In the *Port*: field, select **587**.
14. In the *Username*: field, type your Chicago Booth username.
15. In the *Password*: field, type your Chicago Booth password.
1. Click on the **Add Account** button.
16. Check the email address you have your Booth email forwarded to for the verification code.
17. In the *Enter and verify the confirmation code* field: type the code from the email you received.
18. Click on the **Verify** button.

### Compose an email to send from Chicago Booth

1. Click on the **Compose Mail** link.
2. In the *From*: dropdown, select your Chicago Booth account.
3. Enter the recipient in the *To*: field and a subject in the *Subject*: field.
4. Enter the message in the message field.
5. Click on the **Send** button.

### Set Booth as the Default Email Address in Gmail

1. Click on the **Settings** link.
2. Click on the **Accounts and Import** tab.
3. Next to the *Booth* account, click on the **make default** link.

### Set up Yahoo to send from Booth

1. Open a browser window.
2. Point it to: <http://www.yahoo.com>.
3. Login with your Yahoo! ID and password.
4. Click on the **Options** link.
5. Click on the **More Options** link.

6. Click on the **Accounts** link.
7. Click on the **Add Account** button.
8. In the *Account Name:* field, type **Booth** (or whatever you want).
9. In the *Your 'From' name:* field, type your name as you want it to appear in the *From* line of the email.
10. In the *Email Address:* field, type your Chicago Booth email address.
11. Leave the *Receiving Mail* fields blank.
12. Click on the **Save Changes** button.
13. Go to the account you have your Booth email forwarded, locate and copy the Confirmation Code.
14. Click on the **Verify** [XX@chicagobooth.edu](mailto:XX@chicagobooth.edu) link.
15. Click on the **Continue** button.

You are returned to the *Mail Accounts* screen. You should verify that you have set up the Booth account to be able to *Send* mail.