


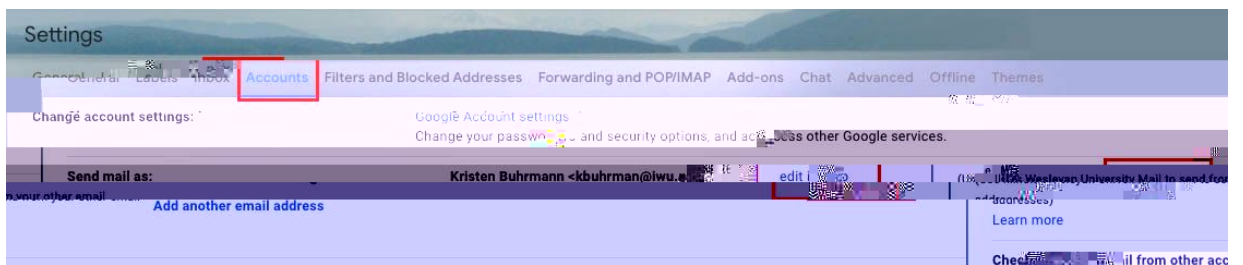


1. [Log into](#) IWU Central Authentication Service.
2. Open email (gmail) and then click the  in the upper right corner. Then click



3. On the Settings screen, click  across the top. On the Accounts page, click  next to Send email as.



4. In the Edit Email Address pop-up screen, select the radio button with the editable text box and type in what you want your name to be shown as in mail you send. Click

