1. Log into the gBear web interface at http://gbear.barnard.edu.

2. Click on the gear-wheel and select Settings.

3. Click “Accounts”.
4. Under “Send mail as”, click the button saying “Reply from the same address the message was sent from”, and then click “Add another email address you own”.

5. Put your Columbia address in the “Email address” blank, and uncheck “Treat as an alias”. Click “Next Step”.

6. In the following window, most blanks will already be populated with the right information. Type your Columbia password in the “Password” blank, and click “Add Account”.
7. Google will then send an email to your Columbia address with a verification code. If you are already forwarding your Columbia mail to gBear, it will come to your Barnard mailbox. Otherwise, you will need to log into Cubmail to see the message.

8. Copy the confirmation code from the email and paste it into the verification window, and click “Verify”.

9. Now, when you compose an email, you can choose which address will appear in the From: line.