**Steps for Adding iitbhu.ac.in domain Email Account** -

You can use both itbhu.ac.in and iitbhu.ac.in domain email for sending and receiving emails.


- ➢ Access your official e-mail account with your login credentials.
- ➢ Click on the gear button at the right top of the screen and then go to 'Settings'

- ➢ Go to 'Accounts' tab.
- ➢ Under 'Send mail as' click on 'Add another email address you own'.
- ➢ A new window will open. Type your Email ID with iitbhu.ac.in domain and Click on Next Step. (e.g. if your email id is [xyz@itbhu.ac.in](mailto:xyz@itbhu.ac.in) then type [xyz@iitbhu.ac.in](mailto:xyz@iitbhu.ac.in) )

- ➢ Now you will see both email ids in Send mail as section- make iitbhu.ac.in domain email id as default.

**Please note that for login to the account you will use [xyz@itbhu.ac.in](mailto:xyz@itbhu.ac.in) only.**