



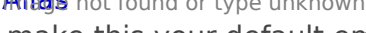





# How to configure Gmail to use your Revver email alias

Please do NOT use your alias before the official launch day

Everyone has already been setup with a @revverdocs.com email alias. Before you can use this you will need to configure Gmail to use this.

- Click on the settings (gear icon) in the upper right corner of Gmail.
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- Press the "See all settings" button.
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- Go to the Accounts tab.
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- Click on the link to "Add another email address"
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- Enter your alias email address then click on "Next Step"
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- To make this your default email address you can click the "make default" link
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- When you compose a new email, you will now have a dropdown in the "From" field and you can choose the email address you would like to send the email as. Make sure this is your new revverdocs.com alias.
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- Make sure you update your signature before you start sending out emails with your new alias.
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Don't forget to update your email signature

You can find the instructions for [how to do that here](#).

A note about additional aliases

Some of you may have had additional aliases setup. For example, some of you might have had an @efilecabinet.NET alias or something similar. Some email groups also had aliases associated with them. I have done my best to look for all aliases and make an equivalent @revverdocs.com alias. It is possible that I may have missed some. If you find that you need an additional @revverdocs.com alias setup for you, please submit a ticket at <https://ithelp.efilecabinet.com/>

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