

# Gmail: Send Emails from a Google Group or Alias

If you have an alternate email that you would like to send emails from through your gmail account or if you are apart of a Google Group and need to send emails on its behalf, follow the instructions below to add the addresses.

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## Add an Address You Own

1. Navigate to [gmail.com](https://gmail.com) and login to you **SJSU gmail account**
2. In the top right, click the **gear symbol**

1.PNG

3. Select **See all settings**

2.PNG

4. Click the **Accounts and Import** or **Accounts** tab

3.PNG

5. In the "Send mail as" section, click **Add another email address.**

4.PNG

6. In the pop-up window, enter your **name** and the **address** you want to send from. Leave treat as an alias checked.

5.PNG

7. Click **Next Step** and **Send verification**
8. Check the address you are adding for the verification email and click on the link or enter the verification code in the pop-up window.

6.PNG

## Sending Emails using an Added Address or Alias

1. Click **Compose** in the top left corner to start a new email draft
2. Click the **From** address line located above the **To** address line. A dropdown menu will appear to change the email.

7.PNG

3. To test that you were successful, you can send an email to yourself from the newly added address.
4. **Note:** Sending emails from a Google Group or Alias are the same once the address has been added to your account.

**For more information and troubleshooting, visit this [gmail help website](#).**

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