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.

Add an Address You Own

1. Navigate to 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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