

How to use Gmail to send and receive UWaterloo Email

The Arts Computing Office has a super helpful guide on how to get your UW email address working in Gmail.

There's two parts to this:

- 1) Set up automatic forwarding Filter in nexusmail (aka myWaterloo), so all of the email that goes to yourUserID@uwaterloo.ca gets forwarded to your Gmail:
<https://uwaterloo.ca/arts-computing/help-and-support/email/forwarding-email> [Section "How do I forward my Mailservices email to another email account?"]
- 2) Setting up your Gmail to send emails using your UWaterloo email address:
<https://uwaterloo.ca/arts-computing/help-and-support/email/using-waterloo-email-address-gmail>

Once you've set it up, test the system by sending emails to each other.

Lastly, you can also set up an alias / nickname email address for your UWaterloo email account. Go to <https://watiam.uwaterloo.ca/idm/user/login.jsp> and log in, then go to Update Profile. Under the UW Profile Info tab, put your Gmail address in Email forward (delivery mailbox). Then go to Email Configuration tab and enter your Gmail address there as well. The system will suggest 2 unique "Friendly" email alias addresses. Pick the one you like.

Note that the email forward configuration in WhatIAM forwards the emails sent to the alias email address, while the configuration in nexusmail forwards the emails sent to yourUserID@uwaterloo.ca

If you chose an alias email address, you also have to perform the same steps described in step 2 once more, to send emails using your alias email address in Gmail.

Note that for most official university communications, it is better to use your UW ID email address since staff and professors can immediately look up your profile information based on your UW ID. For official communications with outside the university, the choice is up to you, but it has been found in the past that the alias email address takes a bit more time to send and receive emails.