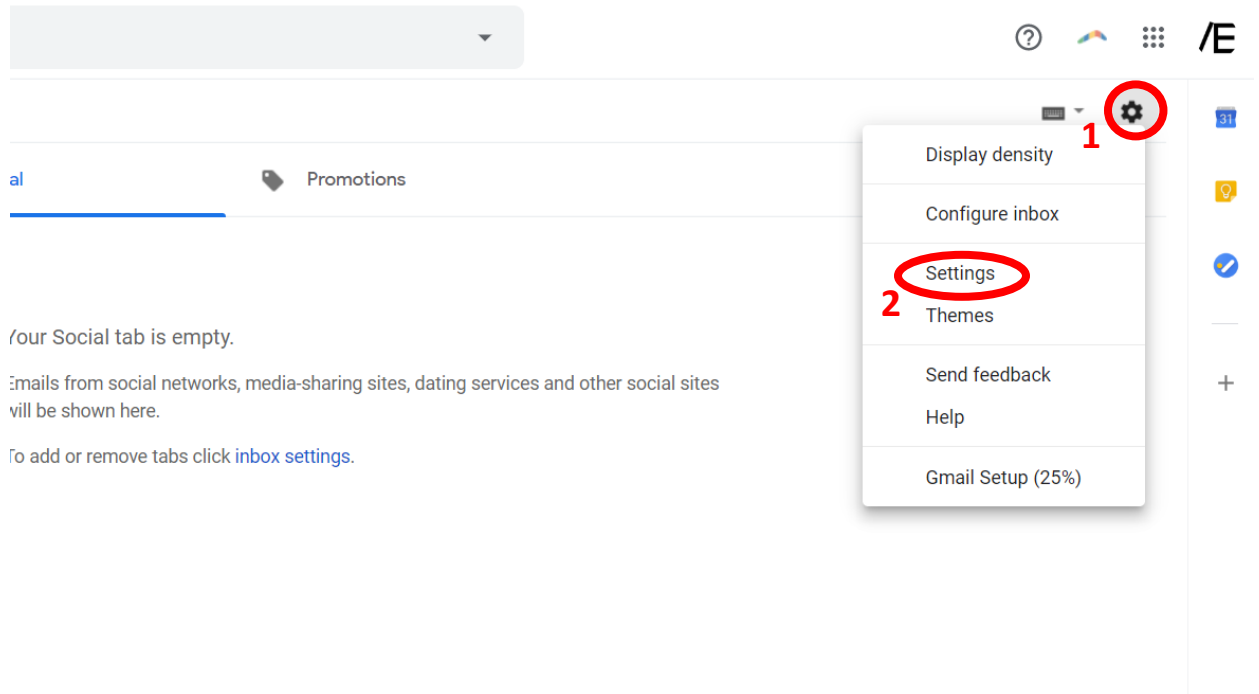
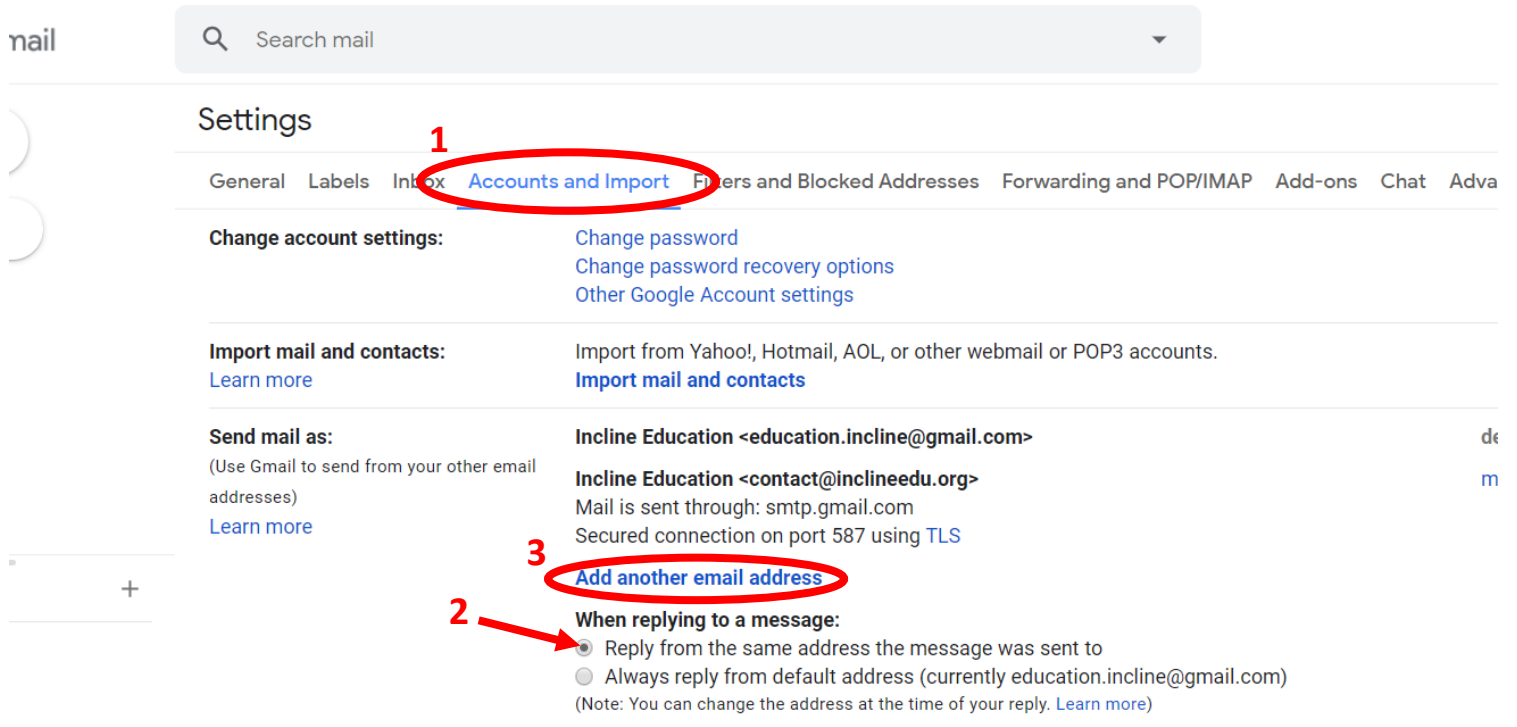


Setting up email alias in Gmail

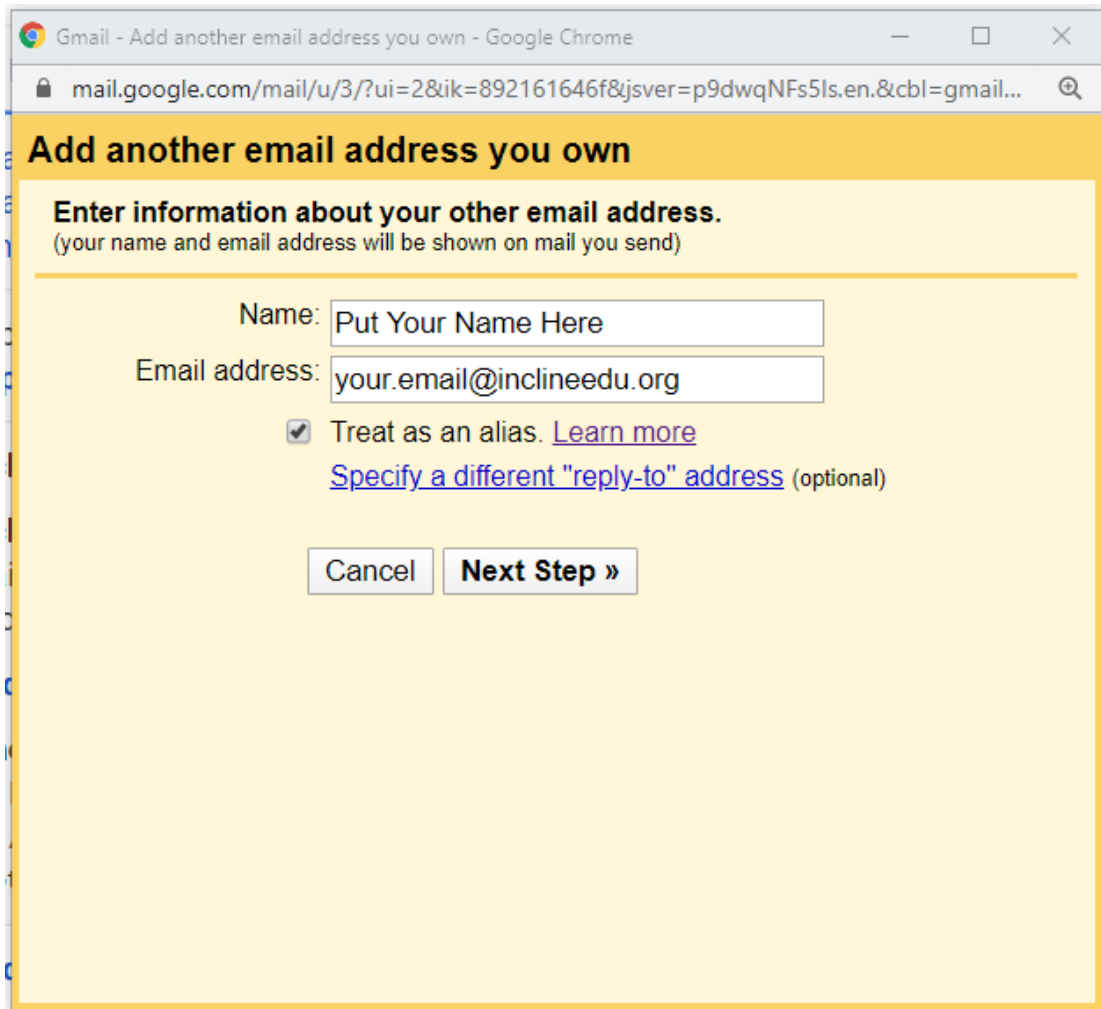
1. Log into Gmail with the forwarding address provided
2. Click cog button in top right corner of page, then click settings



3. Make sure “Reply from the same address the message was sent to” is checked, then under “Accounts and Import”, click “Add another email address”



4. In the new window, **type your name in the “name” form, and your @inclineedu.org email in the “email address” form.** Keep “Treat as an alias” checked, and click “Next Step”



The screenshot shows a web browser window with the title 'Gmail - Add another email address you own - Google Chrome'. The address bar shows a URL from mail.google.com. The main heading is 'Add another email address you own'. Below it, the instruction reads 'Enter information about your other email address. (your name and email address will be shown on mail you send)'. The form contains two input fields: 'Name:' with the placeholder text 'Put Your Name Here' and 'Email address:' with the placeholder text 'your.email@inclineedu.org'. Below these fields is a checkbox labeled 'Treat as an alias.' which is checked, followed by a link 'Learn more'. Below that is a link 'Specify a different "reply-to" address (optional)'. At the bottom of the form are two buttons: 'Cancel' and 'Next Step »'.

5. If you have multi-factor authentication enabled, follow [this](#) guide to create an application specific password, and proceed to step 7. Otherwise, proceed to step 6.
check if you have multi-factor authentication enabled by looking at “2-step verification” at this link: <https://myaccount.google.com/security>
6. If you do **NOT** have multi-factor authentication enabled, enable Less secure app access at this link: <https://myaccount.google.com/lesssecureapps>

7. In the next window, type **smtp.gmail.com** in the “SMTP Server” form, and your **personal Gmail login details** in “Username” and “Password”. Make sure that “secured using TLS is enabled, and click “Add Account”

note: your username is the part that comes before @gmail.com in your email. If that doesn't work, try your full email.

note2: if you have multi-factor authentication enabled, paste the application specific password you generated in step 5 as your password instead of your real password.

The screenshot shows a web browser window titled "Gmail - Add another email address you own - Google Chrome". The address bar shows a URL from mail.google.com. The main heading is "Add another email address you own". Below it, the section is titled "Send mail through your SMTP server". A sub-header says "Configure your mail to be sent through inlinedu.org SMTP servers" with a "Learn more" link. The form contains three input fields: "SMTP Server" with "smtp.gmail.com", "Username" with "education.incline", and "Password" with masked characters. To the right of the SMTP Server field is a "Port" dropdown menu set to "587". Below the password field are two radio buttons: "Secured connection using TLS (recommended)" which is selected, and "Secured connection using SSL". At the bottom are three buttons: "Cancel", "« Back", and "Add Account »".

8. Check your email for an email from Google with your confirmation code, and click the link in the email, or enter your code in the corresponding input box.

The screenshot shows the same web browser window, but the section is now titled "Confirm verification and add your email address". The text says "Congratulations, we successfully located your other server and verified your credentials. Just one more step!". Below that, it says "An email with a confirmation code was sent to your.email@inlinedu.org." with a "Resend email" link. Then it says "To add your email address, do one of the following:". There are two options separated by "OR": "Click on the link in the confirmation email" and "Enter and verify the confirmation code". The second option has a text input field containing "checkYourEmail" and a "Verify" button. At the bottom is a "Close window" link.

9. After verifying your email, you can now send emails from your brand new @inlinedu.org email by clicking on the “from” email in the Gmail compose window, and selecting the appropriate email address.

