Send Mail As a Mailing List or Alias

If you are on a departmental mailing list and have a need to send messages from that mailing list address in Gmail, you will want to set the address up as a "Send Mail As" account. **(Note: These instructions assume both accounts are on the swarthmore.edu domain)**.

1. Open **Settings** from the gear menu. Choose the **Accounts** tab.

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<th>Settings</th>
<th>General</th>
<th>Labels</th>
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<tbody>
<tr>
<td>Change account settings:</td>
<td>Google Account settings</td>
<td>Change your password and security options, and access other Google services.</td>
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<td>Send mail as:</td>
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<td>Add another email address you own</td>
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2. Click **Add another email address you own**. Enter a descriptive official name for the account and the email address. Keep **Treat as an alias** checked.

**Add another email address you own**

- **Name**: Swarthmore Help Desk
- **Email address**: help@swarthmore.edu
- **Treat as an alias**

3. You will be asked to send a verification email. Click **Send Verification**.

**Add another email address you own**

- **Verify your email address**

Before you can send mail as help@swarthmore.edu, we need to verify that you own this email address. To perform the verification click "Send Verification". We will then send an email to help@swarthmore.edu with instructions on how to verify your address.

4. The verification email will be sent to the list. Check your inbox for the email containing the confirmation code.

5. Enter the **confirmation code** on the confirmation window.
That is it! Now when you compose an email, you will have the option to change the "From" address to the alternate email address.