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.

   1. 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.

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

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

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