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.

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

Enter information about your other email address.
(your name and email address will be shown on mail you send)

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

Specify a different "reply-to" address (optional)

Next Step »

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.

Send Verification

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.
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.