How to "Send mail as" your Swarthmore account from a personal Gmail account

If you have set your Swarthmore email to forward to your personal Gmail account and wish to also send mail as your Swarthmore address from your personal Gmail, here is how you set up the “Send mail as” feature.

Please Note
These sections should be completed in the order they appear on this page in order to ensure you successfully set up Send Mail As.

- From Your Swarthmore Account
  - Access the Relevant Settings
  - Enable Less Secure Apps
  - Turn On 2-Step Verification
  - Set up an App Password
- From Your Personal Gmail Account
  - Enable IMAP
  - Setup Send Mail As

From Your Swarthmore Account

Access the Relevant Settings

1. Browse to https://myaccount.google.com/
2. Click Security on the left

Enable Less Secure Apps

1. Under the Less secure app access section, click Turn on access (not recommended)
2. Make sure Allow less secure apps is set to ON
   a. May be sent to the Swarthmore login page, in order to continue
3. Click the left arrow at the top of the window to return to the security settings

Turn On 2-Step Verification

1. Under the Signing in to Google section, click 2-Step Verification
2. In the new window, click the Get Started button
3. Enter your phone number and click Next
   a. If your phone is already listed there, click Continue
   b. Google will send a message asking you to verify that you signed in from that device
4. Next, you will be prompted to add a backup device
4. You will get a text message on your phone with a verification code; enter this code (omit the G-part and just enter the six digits) and click Next
5. Click Turn On
6. Click the left arrow at the top of the window to return to the security settings

Set up an App Password

1. Under the Signing in to Google section, click App Passwords
2. From the Select app drop-down, choose Mail
3. From the Select device drop-down, choose Other (Custom name)
4. Provide a name of your choosing (for example: Gmail), and click Generate
5. A 16 character password will appear. This is the password you will need to use (without the spaces) to set up 'Send mail as' (note that if you copy it with CTRL-C, it will not include the spaces).
6. Click Done

From Your Personal Gmail Account

Enable IMAP

1. From your inbox, go to your settings by clicking the gear icon in the upper right of the window and then click See all settings
2. Go to the Forwarding and POP/IMAP tab
3. Under the IMAP access section, make sure Enable IMAP is selected and click Save Changes

Setup Send Mail As

1. Go to the Accounts and Import tab
2. Under the **Send mail as** setting, click **Add another email address**
3. Enter your name and Swarthmore email address, and click **Next Step**
4. Enter the 16 character password that was generated when you set up an app password
5. Click **Add Account**, and in the next window click **Close window**
6. A confirmation email will be sent to your Swarthmore account; click the link that's in it, then click the **Confirm** button in the page it opens