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.

3. You will be asked to send a verification email. Click **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.
That is it! Now when you compose an email, you will have the option to change the "From" address to the alternate email address.

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To

From: Swarthmore Help Desk <help@swarthmore.edu>  
Cc  Bcc

Subject