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.
Confirm verification and add your email address

An email with a confirmation code was sent to help@swarthmore.edu. [Resend email]
To add your email address, do one of the following:

Click on the link in the confirmation email

OR

Enter and verify the confirmation code

Verify

Close 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.

New Message

To

From Swarthmore Help Desk <help@swarthmore.edu>  

Cc Bcc

Subject