How do I set up Gmail to send from my preferred/alias email address?

Tell Me

An email alias is NOT auto-generated for faculty and staff but can be requested for special situations. If an email alias is created, it will be the default address your UNC Charlotte Gmail sends from. However, we recommend you verify the setting by following the instructions below.

1. Sign in to your Google Apps email.
2. Click the ⬇️ in the upper-right and select Settings along the top of any page, and select the Accounts tab.
3. Under Send mail as, click Add another email address you own.
4. In the Email address field, enter your name and preferred/alias email address. Click Next Step.
5. Under Send mail as, choose your default email address and click Make default.

Related FAQs

- Is there a limit (quota) on the number of Gmail messages I can send?
- Email Alias
- How do I search for emails from someone who has a regular email address and an alias?
- How do I setup my Gmail alias on an iOS device?
- How do I setup my University signature in Gmail?