How do I setup my Gmail alias on an iOS device using the native Mail app?

Tell Me

1. **Enable IMAP** in your University Gmail account
2. Go to the **Settings** app on your device
3. Go to **Mail, Contacts, Calendars**
4. If you already have the Gmail account setup on your phone, select it and tap **Delete Account**
5. Now tap **Add Account** to setup
6. Choose **Other**
7. Choose **Add Mail Account**
8. Enter your name, full University email address (not alias), NinerNET password, and description
   a. A description is optional; something simple like UNCC is fine
9. Tap **Next**
10. Select **IMAP** for the account type and type the following in the appropriate section:
   a. Incoming Mail Server: Host Name - `imap.gmail.com`
   b. User Name - full University email address (not alias)
   c. Password - NinerNET password
   d. Outgoing Mail Server: Host Name - `smtp.gmail.com`
   e. User Name - full University email address (not alias)
   f. Password - NinerNET password
11. Tap **Next**
12. Choose to sync **Mail** and tap **Save**
13. Select the account you just created and tap the **Account** field
14. Tap the **Email** field
15. Tap **Add Another Email...**, type in your email alias and tap the **Return** button on your keyboard
16. Once the alias is added, you can tap on the email address you wish to send from by default when using your UNCC account and a check mark will be listed beside it
17. Tap the back button in the upper left hand corner of the window and then click **Done**

Adding Calendar

IF you want to also sync your calendar, follow the **steps in this FAQ** and select calendar/contacts (do not select to sync mail).

Related FAQs

- How does a supervisor request temporary access to an employee's Gmail account?
- How do I set up "Send mail as" permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?