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

We recommend you use the GMail app not the native app if you have an email alias. The GMail app will automatically send email using your University email alias without making any configuration changes. See this FAQ for more information about setting up the GMail 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 do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?
- What types of Generic Accounts are available for Gmail at UNC Charlotte?
- How can I get removed from the ResearchStudyAnnouncement-group emails?
- What options are available in Google for generic email?
- How do I create a calendar event from an email?