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

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**

**Note**
If you are using the native Mail app on your iOS device and would like to send email using your University email alias, you must manually setup an **Other** account using IMAP and SMTP. If you have already setup your email account in the Mail app you will need to delete it first.

**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?