How do I set up "Send mail as" permissions for an account I am a delegate for?

Tell Me

1. Login to Gmail
2. Click the Settings (gear icon in upper right) then Settings from the menu
3. Click the Accounts tab
4. Click Add another email address
5. In the Add another email address you own box, type in the name and email address of the account you are a delegate for and click Next Step (Treat as an alias can be left checked)

   Add another email address you own

   Enter information about your other email address. (your name and email address will be shown on mail you send)

   Name: Delegated Account
   Email address: delegated-account@uncc.edu
   Treat as an alias. Learn more

6. Click Send Verification
7. Check the account you are a delegate for a Confirmation Send As email - copy the confirmation code into the verify field and click Verify

Related FAQs

- How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
- How do I schedule events on my manager's Google Calendar?
- 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?