Setting up an Alias in Google Mail

Go to <u>https://accounts.google.com</u> Log in with your AYA credentials

	Google	
	Sign in	
	Use your Google Accoun	nt
Ema	ail or phone	
Forgot	email?	
Not you Learn r	ur computer? Use Guest mode to sig more about using Guest mode	n in privately.
		Nevt

On the left side panel click on Security

Make sure that the 2-Step Verification is ON. If it's not, click the arrow, follow the prompts to turn it on.



Once 2-Step Verification is turned ON, click the arrow on the right and scroll down to **'App Password'** Click the arrow on the right, then create a name for your App Password, i.e. Yale Alias App Pwd Click **Create**

<u> </u>	App passwords
Ap ser	o passwords help you sign into your Google Account on older apps and vices that don't support modern security standards.
Ap ha /ou	o passwords are less secure than using up-to-date apps and services t use modern security standards. Before you create an app password, i should check to see if your app needs this in order to sign in.
.ea	
_ea	You don't have any app passwords.
_ea	You don't have any app passwords. To create a new app specific password, type a name for it below

Make note of password, click Done

ervices that don't s	you sign into your Google Account on older apps and upport modern security standards.
App passwords are '	
hat use modern se	Generated app password
Learn more	Your app password for your device
Yale Password	
	How to use it
To create a new a	Go to the settings for your Google Account in the application or device you are trying to set up. Replace your password with the 16-character password shown
App name	above. Just like your normal password, this app password grants complete access to
	your Google Account. You won't need to remember it, so don't write it down or share it with anyone.
	Done
	~

Log out of YaleMail

Open new browser, go to Gmail.com, sign into the mail account where you want to set up the alias

Go to Settings next to your profile letter, click See all settings,

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Quick sett	ings		×
	See all setti	ngs	

Go to Send mail as: then click Add another email address

Settings		······ •
General Labels Inbox Ac	counts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-o	ns Chat and Meet
Advanced Offline Themes		
Change account settings:	Change password Change password recovery options Other Google Account settings	
Using Gmail for work?	Businesses get yourname@example.com email, more storage, and admin tools with Googl Learn more	e Workspace.
Import mail and contacts: Learn more	Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts. Import mail and contacts	
Send mail as: (Use Gmail to send from your other email addresses) Learn more	e@gmail.com>	edit info

Enter your name as you want displayed in the From field or leave as defaulted Leave box checked for "**Treat as an alias**." Enter your YaleMail email address Click **Next Step**

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:	
Email address: @aya.yale.edu	
Treat as an alias. Learn more	
Specify a different "reply-to" address (optional)	
Cancel Next Step »	

Your Username should auto populate, enter the **App Password** (Yale Alias App Pwd) created earlier Click **Add Account**

Add anothe	er email address you own
Send mail t	hrough your SMTP server
Configure ye	our mail to be sent through aya.yale.edu SMTP servers <u>Learn more</u>
SMT	P Server: smtp.aya.yale.edu Port: 587 V
U	sername:
P	Password:
	Secured connection using <u>TLS</u> (recommended)
	O Secured connection using <u>SSL</u>
	Cancel « Back Add Account »

Window will pop up for confirmation

	Add another email address you own
	Confirm verification and add your email address
	Congratulations, we successfully located your other server and verified your credentials. Just one more step!
	An email with a confirmation link was sent to @aya.yale.edu . [<u>Resend email]</u> To add your email address, click on the link in the confirmation email.
	Close window
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