Setting up an Alias in Google Mail

Go to [https://accounts.google.com](https://accounts.google.com)
Log in with your AYA credentials

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**
Make note of password, click 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.

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

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

Click **Add Account**

Window will pop up for confirmation