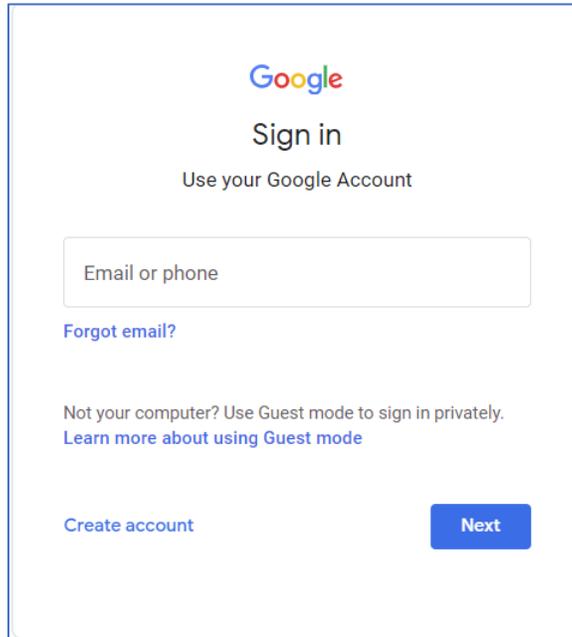


## Setting up an Alias in Google Mail

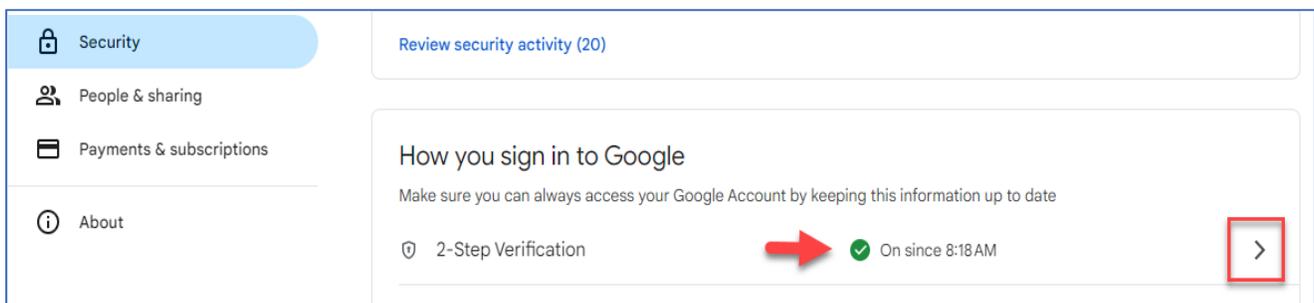
Go to <https://accounts.google.com>

Log in with your AYA credentials



On the left side panel click on **Security**

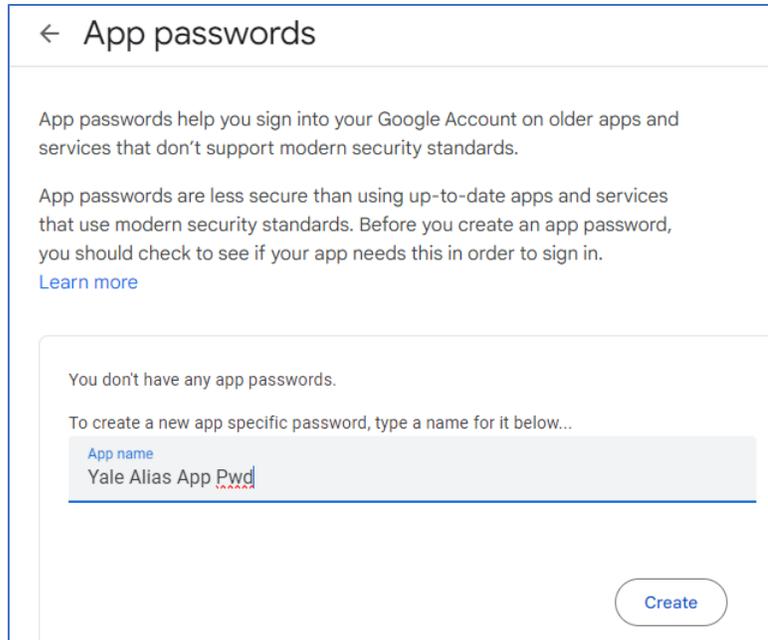
Make sure that the 2-Step Verification is ON. If it's not, click the arrow, follow the prompts to turn it on.



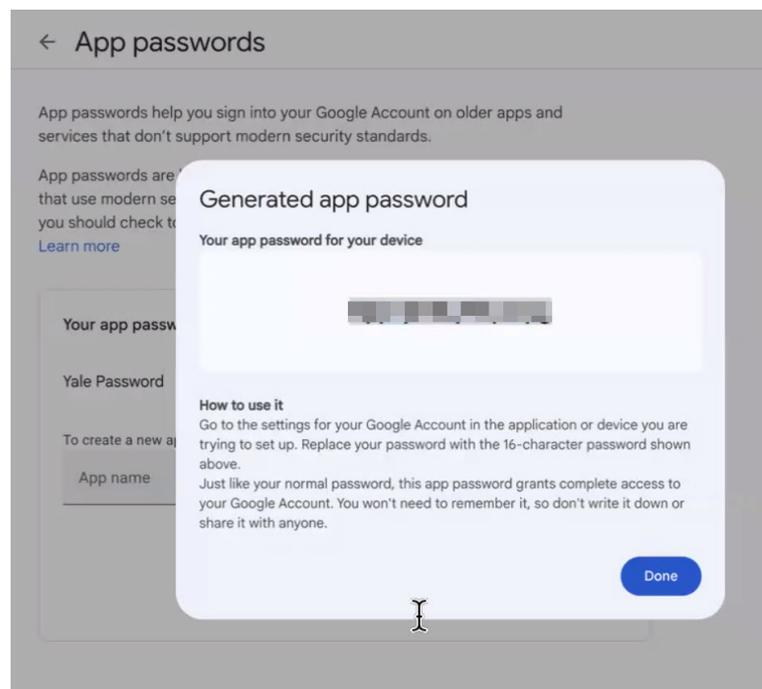
Once 2-Step Verification is turned ON, click the arrow on the right and scroll down to **'App Password'**

Click the arrow on the right, then create a name for your App Password, i.e. Yale Alias App Pwd

Click **Create**



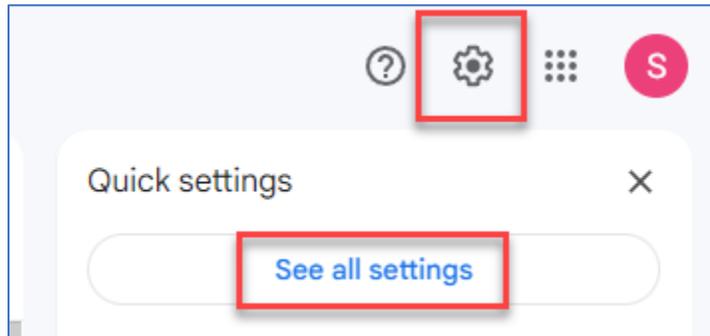
Make note of password, click Done



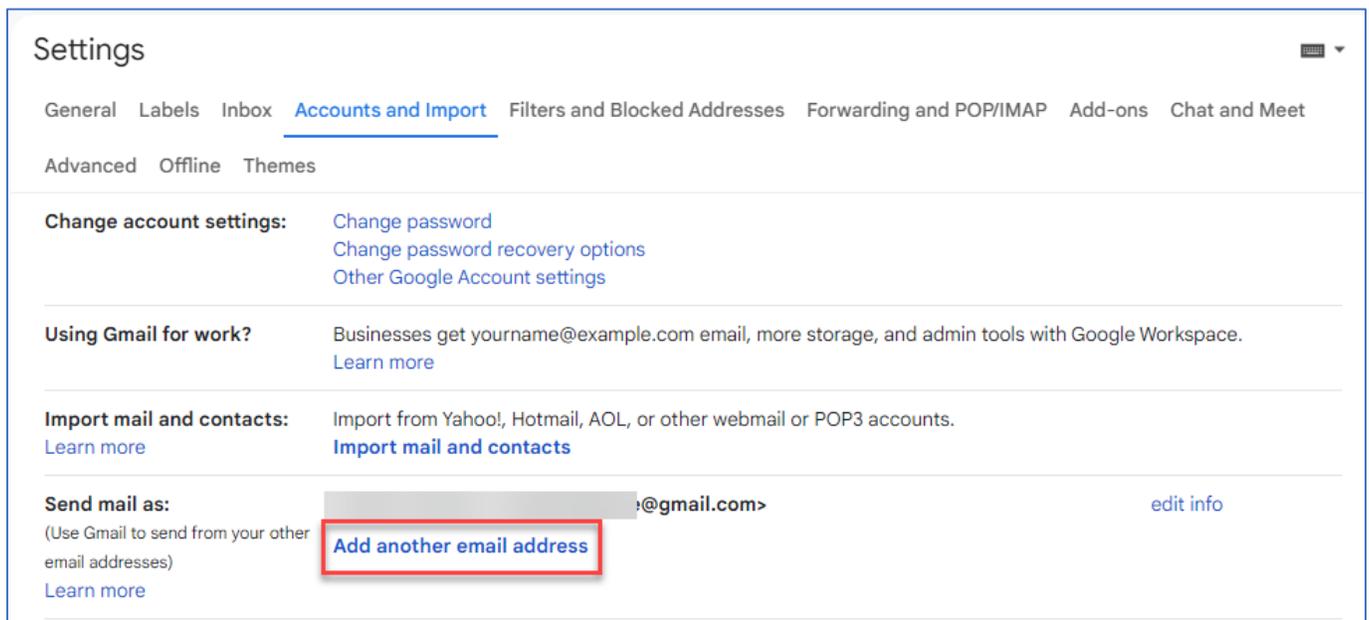
Log out of YaleMail

Open new browser, go to [Gmail.com](https://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**

**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)

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

**Add another email address you own**

Send mail through your SMTP server

Configure your mail to be sent through aya.yale.edu SMTP servers [Learn more](#)

SMTP Server: smtp.aya.yale.edu Port: 587 ▼

Username:

Password:

Secured connection using [TLS](#) (recommended)

Secured connection using [SSL](#)

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. [Resend email](#)

To add your email address, click on the link in the confirmation email.

[Close window](#)