

# Sending Mail from a Different Address in Gmail

This guide will show you how to set up the ability to send mail from a different address in your Gmail account.



When sending mail from an alternate email address (e.g., [google@appstate.edu](mailto:google@appstate.edu)), the sent mail only appears in the sending account and NOT in the alternate email account. For example, if [user@appstate.edu](mailto:user@appstate.edu) can send mail as [google@appstate.edu](mailto:google@appstate.edu), the sent mail only appears in [user@appstate.edu](mailto:user@appstate.edu) and not [google@appstate.edu](mailto:google@appstate.edu).

For more information, navigate to the [Google Support Send emails from a different address or alias](#) page.

## How to Grant Someone "Send As" Access

You can send mail from an alternate account when you are within your account by setting up the **Send Mail As** feature:

1. Sign in to your Gmail account.
2. Click the [blocked URL](#) in the upper-right and select Settings and the Accounts and Import tab.
3. Under "Send mail as", click Add another email address you own.
4. In the Email address field, enter the name and alternate email address of the account you want to send from. Do not select "treat as an alias".
5. Click Next Step >> and then click Send Verification. Gmail will send a verification message to the other email address to confirm that you should be able to send mail to it.
6. Locate the message from Gmail. Open it and either click the link contained in the message or enter the confirmation code in the Accounts section of your Google Apps email settings.

**Note:** You can also set up delegated access to an alternate account by following the guide here: [Setting up Mail Delegation in Gmail](#).

## How to Revoke "Send As" Access

**IMPORTANT:** if you want the ability to revoke "send as" access, you will need to keep the verification message. There are 2 ways to revoke or terminate the ability to send as another account:

1. From the account that uses the **Send Mail As** feature: Go to Gmail Settings, select the Accounts and Import tab, then click on the delete link next to the account in the **Send Mail As** section.
2. From the account that granted access to the other account: Go to the email that confirmed **Send Mail As** and scroll to the bottom to cancel the verification.

If you have any questions, feel free to submit a request at [support.appstate.edu/help](https://support.appstate.edu/help), or call the Help Desk at 262-6266.

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