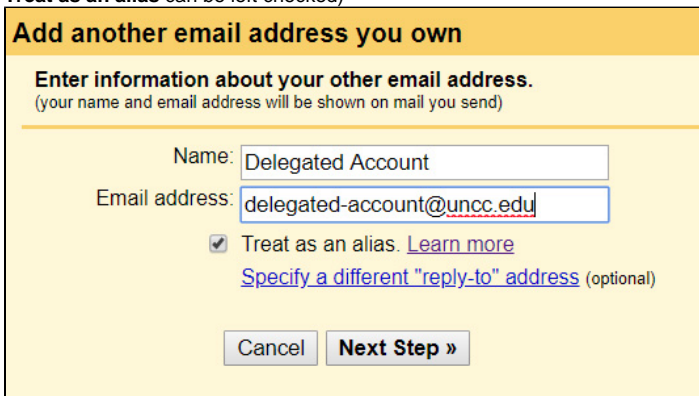


How do I set up "Send mail as" permissions for an account I am a delegate for?

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)



The screenshot shows a yellow-bordered form titled "Add another email address you own". Below the title is the instruction "Enter information about your other email address. (your name and email address will be shown on mail you send)". There are two input fields: "Name:" with the text "Delegated Account" and "Email address:" with the text "delegated-account@uncc.edu". Below these fields is a checked checkbox labeled "Treat as an alias." with a link "Learn more" and the text "Specify a different 'reply-to' address (optional)". At the bottom of the form are two buttons: "Cancel" and "Next Step »".

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

- [What do I need to update after I get an email alias?](#)
- [How do faculty and staff setup an email alias?](#)
- [How do I use Google Workspace \(formerly G Suite Sync\) for viewing Gmail in Outlook?](#)
- [How do I setup my University signature in Gmail?](#)
- [How do I grant someone delegate access to a generic account in Gmail?](#)