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)

![Add another email address you own](image)

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?