Configuring Your Settings To Use An Alias

This document assumes that you have an email alias ending in @sdsu.edu.

Table of Contents

Configuring Your Settings To Use An Alias .............................................................. 1
Configuring Gmail ........................................................................................................ 1
Configuring Microsoft Outlook 2010 for Windows ...................................................... 1
Configuring Mozilla Thunderbird for Windows .......................................................... 2
Configuring Mozilla Thunderbird for Mac .................................................................... 2
Configuring Apple Mail for Mac .................................................................................... 2
Configuring Microsoft Outlook for Mac 2011 .............................................................. 2
FAQ’s ............................................................................................................................. 2
Contact Info .................................................................................................................. 2

Aliases

Email aliases are nicknames for email accounts. Faculty and staff may request an individual alias in the form of firstname.lastname@sdsu.edu or a departmental alias in the form of mydept@sdsu.edu. Mail sent to your alias will be sent to your email account, e.g. jdoe@mail.sdsu.edu. This document shows you how to configure Gmail and supported email clients to reflect your new alias when sending mail. For full functionality, you will need to configure the alias in Gmail before it can be used in an email client.

Configuring Gmail

1) Click the gear icon in the top right of the Gmail page.
2) Select Mail settings
3) Select the Accounts tab.
4) Under the section Send mail as: click Add another email address you own
5) A pop up window appears.
6) In the Email address: field type your alias, e.g. jane.doe@sdsu.edu
7) Verify Treat as an alias is checked.
8) Click Next Step >>
9) Select Send through San Diego State University Mail (easier to set up)
10) Click Next Step >>
11) Click Send Verification
12) You will now receive an email in your inbox. Click the verification link. You will now be able to send as your alias.
13) To set your alias as the default sending address go, back to Mail Settings and the Accounts tab. Under the Send mail as: section, to the right of your alias, select make default.

Configuring Microsoft Outlook 2010 for Windows

1) Select the File tab.
2) Select Account Settings/Account Settings…
3) Select your account and click Change…
4) In the E-mail Address: field type your alias, e.g. jane.doe@sdsu.edu
5) Click Next>
6) Click Finish

Configuring Mozilla Thunderbird for Windows

1) Go to Tools/Account Settings…
2) Select your account
3) In the Email Address: field type your alias, e.g. jane.doe@sdsu.edu
4) Change the Reply-to Address: to your new alias
5) Click OK

Configuring Mozilla Thunderbird for Mac

1) Go to Tools/Account Settings…
2) Select your account
3) In the Email Address: field type your alias, e.g. jane.doe@sdsu.edu
4) In the Reply-to Address: field type your alias, e.g. jane.doe@sdsu.edu
5) Click OK

Configuring Apple Mail for Mac

1) Go to Mail/Preferences…
2) Select Accounts
3) Select your account
4) In the Email Address: field type your alias, e.g. jane.doe@sdsu.edu
5) Close the Accounts window

Configuring Microsoft Outlook for Mac 2011

1) Go to Tools/Accounts…
2) Select your account
3) In the E-mail address: field type your alias e.g. jane.doe@sdsu.edu
4) Close the Accounts window

FAQ’s
For answers to our most frequently asked questions please visit us on the web.
http://helpdesk.sdsu.edu/faqs.htm

Contact Info
If you are having problems please call the ETS Help Desk at (619) 594-5261 or email us at etshelpdesk@mail.sdsu.edu
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