

## Use your alumni email address with your personal Gmail account

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The following instructions are meant for Gmail accounts but they could be adapted if you use another email provider.

Here are two ways to use your alumni email address with your personal Gmail account:

1. **Forward your alumni emails to your personal account.** This will keep your alumni inbox clean and make it easy to access all of your emails in one place.
2. **Add your alumni email address as a send-as address to your personal account.** This will allow you to send emails from your alumni address without having to switch accounts.

### To forward your alumni emails to your personal account:

1. Sign in to your **alumni email account**.
2. Click the **Settings** gear icon in the top right corner.
3. Select the **Forwarding and POP/IMAP** tab.
4. In the **Forwarding** section, click **Add a forwarding address**.
5. Enter your personal email address in the box and click **Next**.
6. Click **Proceed** and then **OK**.
7. You will receive a verification email to your personal address. Click the link in the email to verify your forwarding address.

### To add your alumni email address as a send-as address to your personal account:

1. Sign in to your **alumni Gmail account**.
2. Enable [Google 2-Step Verification](#).
3. Generate an [app password](#).
4. Sign in to your **personal Gmail account**.
  - It may be best that you use a separate browser or an incognito window to better separate the actions on your accounts.
5. Click the **Settings** gear icon in the top right corner.
6. Select the **Accounts** tab.
7. In the **Send mail as** section, click **Add another email address**.
8. Enter your full name and alumni email address in the boxes.

9. Uncheck the **Treat as an alias box**.
10. Click **Next Step**.
11. You will receive a verification email to your alumni address. Click the link in the email to verify your send-as address.
12. For more information about this feature and how to use it, see Google's article: [Send emails from a different address or alias](#).

Once you have completed either of these steps, you will be able to access and send emails from your alumni address using your personal Gmail account.