

Sending email from another address or alias

Always send from a different address

If you want to always send from another address, you'll need to change both your default "From" and "reply-to" address. If you only change the "From" address, replies will go to your original Gmail address by default.

Change default "From" address

To always send email from a different address or alias:

On your computer, open Gmail.

In the top right, click Settings Settings. Click the Accounts and Import or Accounts tab.

In the "Send mail as" section, select a setting under "When replying to a message."

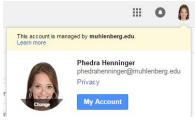
Change default "reply-to" address

When you send a message, replies will go to your original Gmail address by default. To choose a different address, follow these steps.

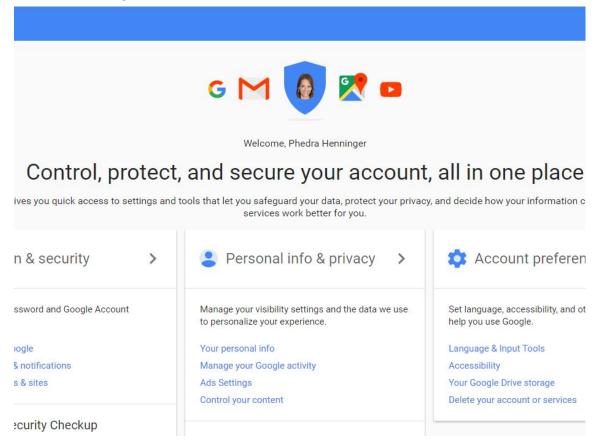
- 1. On your computer, open Gmail.
- 2. In the top right, click Settings Settings.
- 3. Click the **Accounts and Import** or **Accounts** tab.
- 4. In the "Send mail as" section, click **edit info** next to your email address.
- 5. Click **Specify a different "reply to" address**.
- 6. Add a reply-to address.
- 7. Click **Next Step**.
- 8. Click **Save Changes**.

How do I find my aliases?

1. Click on your account profile > "My Account"



2. This will bring up your account profile.



- 3. Under Personal info & privacy, select "Your personal info"
- 4. You will see a screen that includes a list of your recognized emails. Select "and more" highlighted below to see a complete list.

