

SENDING GMAIL FROM ANOTHER ADDRESS

If you own another email address, you can send mail as that address. This applies if it is Yahoo, Outlook, another non-Gmail address or another Gmail address.

Step 1: Add an address you own

In the top right, click Settings  > **Settings**.

Click the **Accounts and Import** or **Accounts** tab.

In the "Send mail as" section, click **Add another email address you own**.

Enter your name and the address you want to send from.

Click **Next Step**.

Enter the SMTP (Simple Mail Transfer Protocol) server (for example, smtp.cox.com) and the username and password on that account.

Click **Add account**.

Step 2: Confirm the address

Sign in to the account you added.

Open the confirmation message you got from Gmail.

Click the link.

Step 3: Change the "From" address

In the message, click the "From" line.

(If you don't see this, click the space next to the recipient's email.)

Select the address to send from.

Always send from a different address

If you want to always send from your other 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

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.

In the top right, click Settings  > **Settings**.

Click the **Accounts and Import** or **Accounts** tab.

In the "Send mail as" section, click **edit info** next to your email address.

Click **Specify a different "reply to" address**.

Add a reply-to address.

Click **Next Step**.

Click **Save Changes**.

Use Gmail Aliases

An easy way to sort your email is to add categories after your username.

For example, messages sent to the following aliases will all go to janedoe@gmail.com:

janedoe+school@gmail.com

janedoe+notes@gmail.com

janedoe+important.emails@gmail.com

Step 1: Choose aliases

Think of how you want to sort your email, then choose an alias for each category. For example:

Use yourname+work@gmail.com for work emails.

Use yourname+news@gmail.com to sign up for newsletters.

Use yourname+shopping@gmail.com to create an account with an online retailer.

Step 2: Filter your messages

Create filters to take automatic actions, like:

Adding a label or a star

Forwarding to another account

Archiving or deleting

Create rules to filter your emails

You can manage your incoming mail using Gmail's filters to send email to a label, or archive, delete, star, or automatically forward your mail.

Create a filter

In the search box at the top, click the Down arrow .

Enter your search criteria. If you want to check that your search worked correctly, see what emails show up by clicking Search .

At the bottom of the search window, click **Create filter with this search**.

Choose what you'd like the filter to do.

Click **Create filter**.

Note: When you create a filter to forward messages, only new messages will be affected. Additionally, when someone replies to a message you've filtered, the reply will only be filtered if it meets the same search criteria.

Use a particular message to create a filter

Check the checkbox next to the email you want.

Click **More**.

Click **Filter messages like these**.

Enter your filter criteria.

Edit or Delete a Filter

At the top right, click Settings .

Click **Settings**.

Click **Filters and Blocked Addresses**.

Find the filter you'd like to change.

Click **edit** or **delete** to remove the filter. If you're editing the filter, click **Continue** when you're done editing.

Click **Update filter**.

NOTE: You can create as many filters as you like, but only 20 filters can forward to other addresses.