

Pro Tip: How to Send Email as Your Named Alias (Instead of J-Number)

To ensure your outgoing emails displays your email alias, please follow these steps below to set your **Name-Based Alias** as your default sending address.

⚠ Important Before You Start

- **Do not guess your alias.** It must match the exact format already in the system (firstname.lastname or firstname.m.lastname). Custom nicknames (like prof.cool@jsums.edu) will **not** work.
- **Login remains the same.** Even after this change, you **must** continue to use your J-Number (e.g., J00123456@jsums.edu) to log into your JSU Email account. This alias is for *sending mail only* not for login.

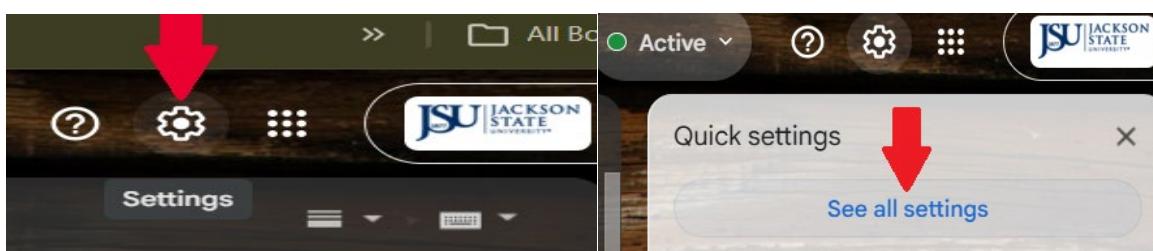
1. Confirm Your Alias Format

Your name-based email has already been created for you. It follows this standard format:

- **If you have a middle name:** firstname.m.lastname@jsums.edu
- **If you do not have a middle name:** firstname.lastname@jsums.edu
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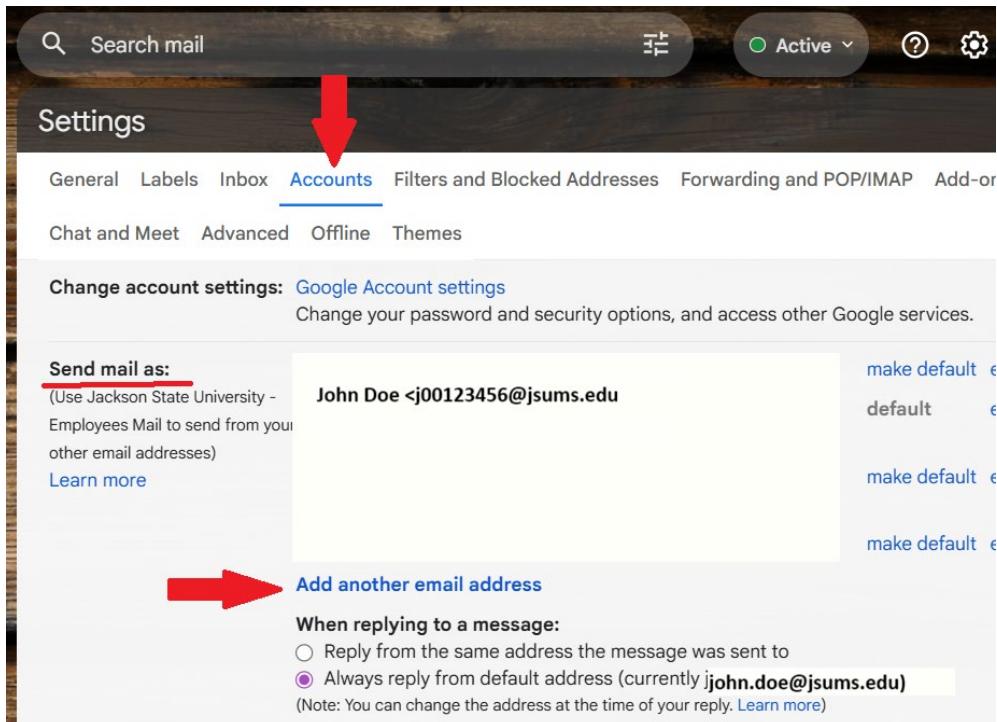
2. Open Your Settings

1. Open your JSU Gmail.
2. Click the **Gear Icon** (⚙) in the top right corner.
3. Select **See all settings**.



3. Go to the "Accounts" Tab

1. In the settings menu, click the tab labeled **Accounts**.
2. Scroll down to the section labeled "**Send mail as**".
3. Click the link that says **Add another email address**.



4. Configure Your New Address

A pop-up yellow window will appear. Enter the following details:

1. **Name:** Enter your professional name (e.g., *Dr. Jane Smith*).
2. **Email address:** Enter your specific alias (e.g., *jane.m.smith@jsums.edu*).
3. **Treat as an alias:** Ensure this box is **CHECKED**.
4. Click **Next Step**.

● **STOP:** If you try to enter a random name or nickname here that hasn't been officially assigned to you by JSU Human Resources, the setup will fail or ask for a verification code you cannot access.

Add another email address you own

Enter information about your other email address.
(your name and email address will be shown on mail you send)

Name:

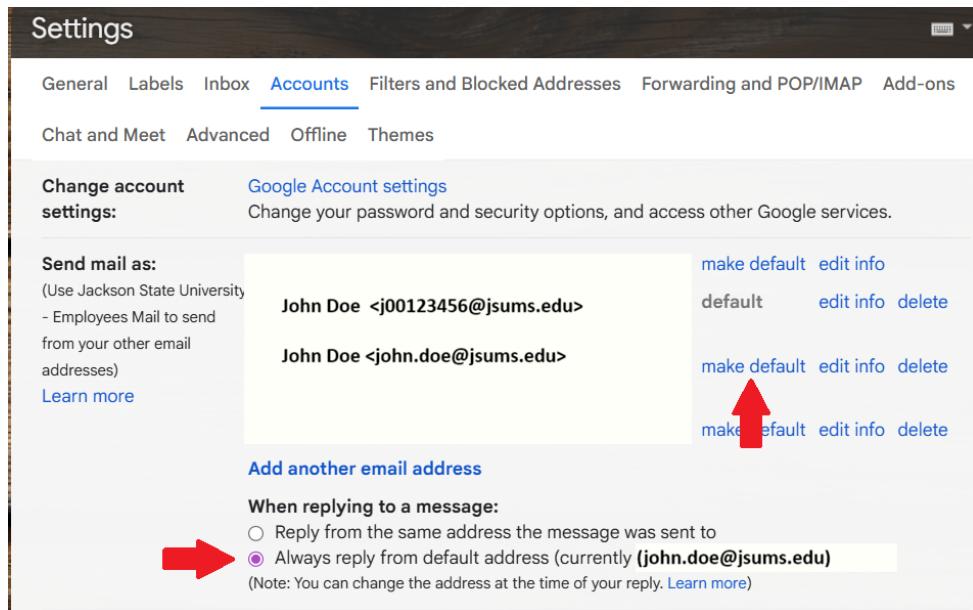
Email address:

Treat as an alias. [Learn more](#)
[Specify a different "reply-to" address](#) (optional)

After clicking, wait for this pop-window to close.

5. Make it Default

1. You will be returned to the **Accounts** tab.
2. Look at the "Send mail as" section again. You will now see two emails listed (your J-Number and your Name).
3. Click the "**make default**" link next to your new name-based address.



From now on, when you click "Compose," your email will automatically send from `first.last@jsums.edu` or `first.m.last@jsums.edu`

Reminder: When you sign out and need to sign back in, **you must still use your J-Number.** You cannot log in using the name alias.