

## 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.

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### 1. Confirm Your Alias Format

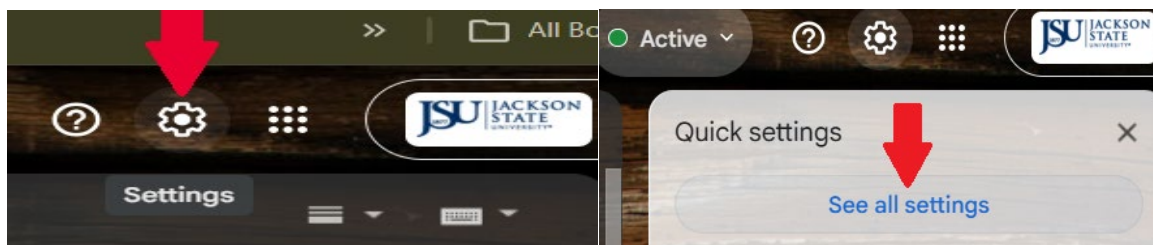
Your name-based email has already been created for you. It follows this standard format:

- **If you have a middle name:** firstname.m.lastname@jsums.edu
- **If you do not have a middle name:** [firstname.lastname@jsums.edu](mailto:firstname.lastname@jsums.edu)
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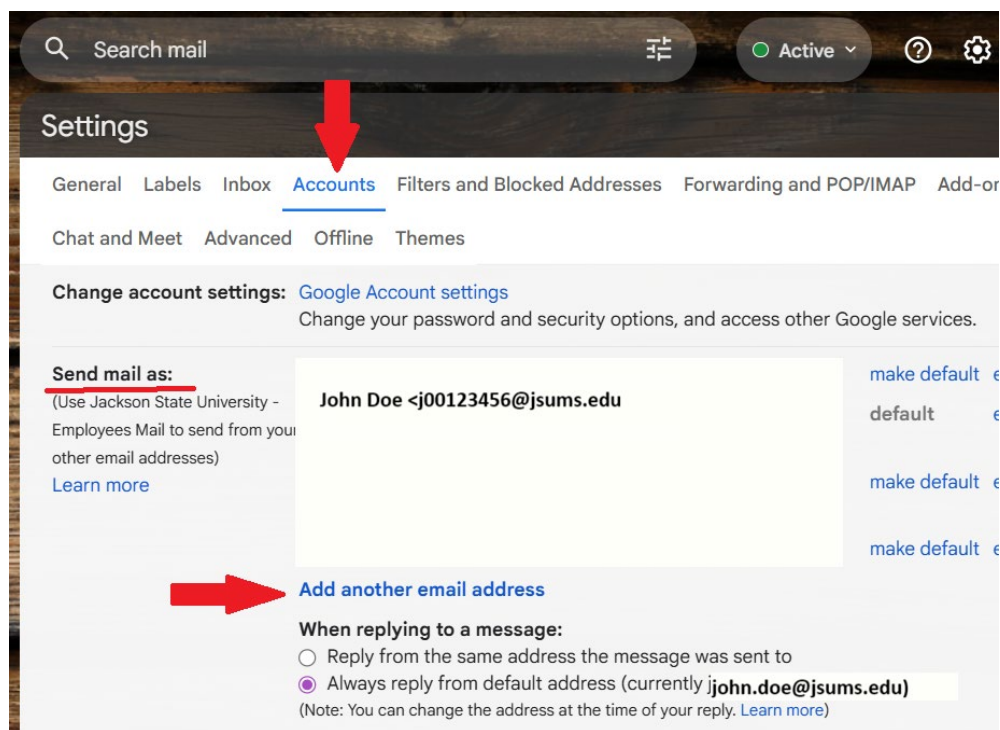
### 2. Open Your Settings

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:  **Type your alias here**

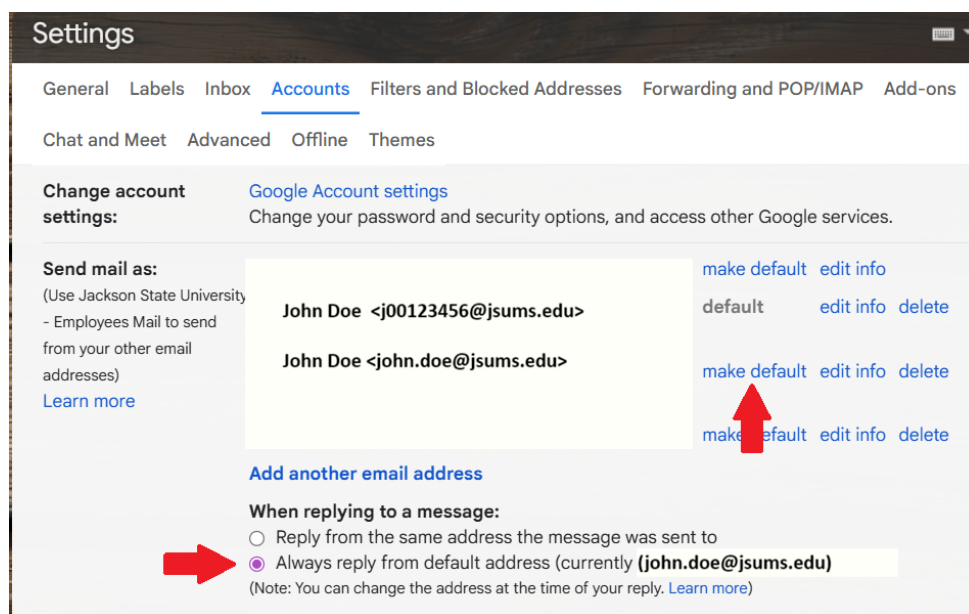
 ☒ Treat as an alias. [Learn more](#)

[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.



### ✓ Success!

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.