Steps for Email Aliasing from username@itbhu.ac.in to username@iitbhu.ac.in

 Click the Gear icon (Settings) in the top-right corner, then select See all settings from the Quick Settings sidebar.

					Active - I (Co (S) III (Co (
	1-47 of	f 47	×.	3	Quick settings
llo! Please click the button below to verif	۲	W	e"	0	2. See all settings
Forwarded message From: Prof e From: Assistant Librarian - IIT (Bi	. Arun . HU), V	2 2	11	27AM 27AM	Apps in Gmail Chat and Meet Customize
rwarded message From: Mayank S	Shekha.	99	10:	34 AM	Density
it card. Thank you for the quick response.			2	Nov 12	Default Comfortable
ticed a new sign-in to your Google Account (on a W.	8	9	Nov 12	O Compact
Forwarded message From	Assist.		1	Nov 12	Theme View all

2. In the Settings window, go to the Accounts tab.

M	Gmail		Q. Search mail	97 97 97		
0	Сотроне		Settings			
	Inbox Starred	2	Language:	Indian Institute of Technology (BHU) Varanasi, India Mail disp Show all language options	lay language:	
© •	Snoozed Sent		Phone numbers:	Default country cade: India		
٥	Drafts	3	Maximum page size:	Show 50 Y conversations per page		
Υ.	More		Undo Send:	Send cancellation period: $\begin{bmatrix} 5 & \mathbf{v} \end{bmatrix}$ seconds		
Lab	els	+	Default reply behavior: Learn more	 Reply Reply all 		
÷	Insurance Docs Offical Docs	2	Hover actions:	Enable hover actions - Quickly gain access to archive; delete, mark as read Disable hover actions		
			Send and Archive: Learn more	 Show "Send & Archive" button in reply Hide "Send & Archive" button in reply 		
			Default text style:	Sans Saril + T + A + Y		

3. Click Add another email address.

	Settings					
	General Labels Inbox Accounts Filters an	nd Blocked Addresses Forwarding and POPIMAP Add-ons Chat and Meet Advanced				
8	Change account settings:	Google Account settings. Change your password and security options, and access other Google services.				
	Send mail as:	Manmeet Singh Raina, Programmer, CCIS IIT (BHU) <manmeet.ps@itbhu.ac.in></manmeet.ps@itbhu.ac.in>				
10	(Dee Indian Institute of Technology (SHU) Veranasi, India Mai) to send from your other email addresses) Learn more	Add another email address				
20	Check mail from other accounts: Learn more	Add a mail account				
	Grant access to your account: (Allow others to read and send mail on your behall)	Add another account				
	Learn more	Mark as read				
		Mark conversation as read when opened by others				
		Leave conversation unread when opened by others				
		Sender information				
		Show this address and the person who sent it ("sent by")				
		Show this address only (manmeet.ps@itbhu.ac.in)				

4. A new window will pop up, allowing you to edit your name and email address. Make sure to

enter your email with the iitbhu.ac.in domain for aliasing.

M Indian Institute of Te	chnology (BHU) Varanasi, India Mail - Add anothe	email addres			×	
s mail.google.com	n/mail/u/4/?ui=2&ik=cbfb1c8452&jsver=D	9ITe1vVcN4.en.	es580	cbl=gm	ail	
Add another em	ail address you own					
Enter information (your name and email ad	about your other email address. Idress will be shown on mail you send)					
Nam	e: Manmeet Singh Raina, Programmer, CC	Edit or add your p	referre	d name		
Email address: manmeet.ps@iitbhu.ac.in				our email ID with the .ac.in domain		
	Treat as an alias. <u>Learn more</u> <u>Specify a different "reply-to" address</u> (optional) Cancel Next Step »	(e.g., userna	me@ii	tbhu.ac	:.in).	

- 5. Click Next Step to save the changes.
- 6. Finally, click on the "Make Default" link to set the desired email ID as the default for aliasing.

Settings			
General Labels Inbox Accounts Filters ar	d Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet		
Change account settings:	Google Account settings Change your password and security options, and access other Google services.		
Send mail as:	Manmeet Singh Raina, Programmer, CCIS IIT (BHU) <manmeet.ps@itbhu.ac.in></manmeet.ps@itbhu.ac.in>	default	edit info
(Use Indian Institute of Technology (BHU) Varanasi, India Mail to send from your other email addresses)	Manmeet Singh Raina, Programmer, CCIS IIT (BHU) <manmeet.ps@iitbhu.ac.in></manmeet.ps@iitbhu.ac.in>	make default	edit info
Learn more	Add another email address		
	When replying to a message:		
	 Reply from the same address the message was sent to 		
	Always reply from default address (currently manmeet.ps@iitbhu.ac.in)		
	(Note: You can change the address at the time of your reply. Learn more)		
Check mail from other accounts:	Add a mail account		
Learn more			