How to setup 'Send on Behalf' in GMAIL for Exchange (CUNET)

Note: When sending an email, we <u>strongly</u> recommended using the Global Address Book (GAL) to select the recipient instead of using cached/stored email address in your list. Sometimes a cached email address can point to the wrong location and fail to deliver. If you don't have access to the GAL then entering the users full email i.e. johnDoe@cunet.carleton.ca instead of the alias is also the better option.

The instructions on setting up GMAIL to send on behalf of your CUNET account are listed below.

- 1. Log into Gmail and Click on the cog in the top right hand corner, then select Settings
- 2. On the Settings page, select 'Accounts'
- 3. Under the Send Mail as: click on the 'Add another email address you own'



4. In the add email window, make sure your name and <u>full</u> Carleton email address are entered i.e. firstnamelastname@cunet.carleton.ca. Click the 'Treat as an alias' checkbox and also click the 'specify a different reply-to address checkbox and enter your full email address again (i.e firstnamelastname@cunet.carleton.ca). Click Next step

		Edit email address		
		Send mail through	your SMTP server?	
Edit email address Edit information for @cunet.carleton.ca (your name and email address will be shown on mail you send)		When you send mail as		
Email address:	Firstname Lastname @cunet.carleton.ca Treat as an alias. Learn more firstnamelastname@cunet.carleton.c (a reply to mail you send will go to this address. Learn more) Cancel Next Step »	SMTP Server:	You are currently using: secured connection on port 587 using TLS To edit, please adjust your preferences below. cumail.carleton.ca Port: 587 -	
Reply-to address:		Username: firstnamelastname@cunet.carleton.c Password: Edit your password		

- 5. Click the 'Send through cunet.carleton.ca SMTP server and then enter the following details:
 - a. SMTP Server: cumail.carleton.ca Port: 587
 - b. Username: firstnamelastname@cunet.carleton.ca (your <u>FULL</u> email address as the username)
 - c. Password: <your normal MyCarletonOne password>
 - d. Select Secured connection using TLS.

Note: If, for some reason, this step fails then try using <u>ccscas10.cunet.carleton.ca</u> as the SMTP server.

- 6. Click 'Add Account' which will then check the credentials and ask for verification
- 7. It will next send a verification email to your listed email account. Once the email arrives either click on the link within the email or copy the confirmation code into the window and click on the 'verify' button.



- 8. Back on the Accounts menu, under the 'Send mail as' section make sure that the 'Always reply from default address' is ticked this should currently be your gmail one.
- 9. When you now go to compose a message you can actually choose which account to send it from via a drop down menu. When sending your email it should display the following to the recipient in the format below: Firstname Lastname < firstnamelastname@cunet.carleton.ca>

SEND	Save Now Discard Labels -		
From	@gmail.com>		
Subject	@connect.carleton.ca> @cmail.carleton.ca>		
	Attach a file Insert: Invitation		