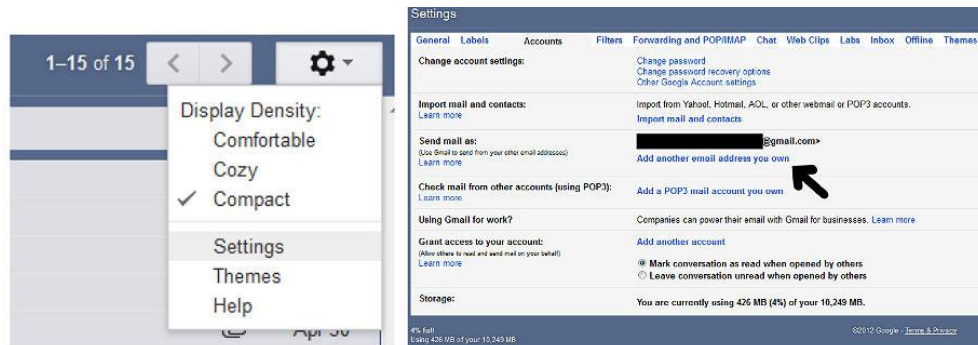


How to setup 'Send on Behalf' in GMAIL for Exchange (CUNET)

Note: When sending an email, we strongly 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'

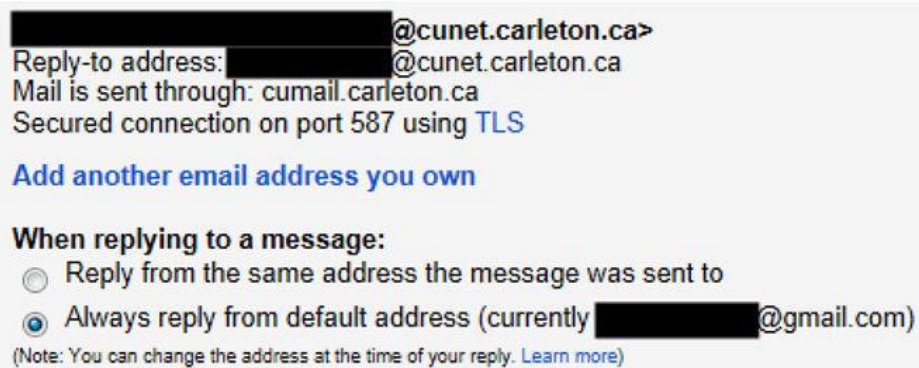


4. In the add email window, make sure your name and full Carleton email address are entered i.e. firstnamelastname@cunet.carleton.ca. Click the 'Treat as an alias' checkbox and also click the 'specify a different reply-to address checkbox and enter your full email address again (i.e firstnamelastname@cunet.carleton.ca).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

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 FULL 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 ccscas10.cunet.carleton.ca 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 <firstname.lastname@cunet.carleton.ca>

