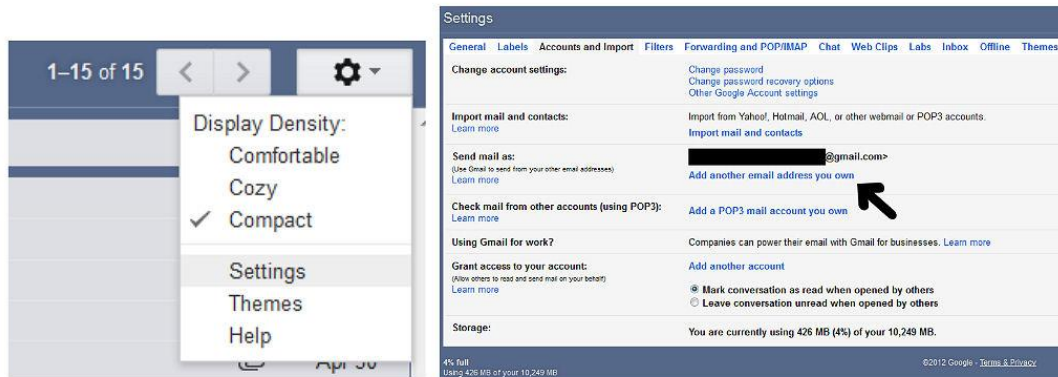


How to setup 'Send on Behalf' in GMAIL for Carleton Email

The instructions on setting up GMAIL to send on behalf of your CMAIL 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. joebloggs@cmail.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 joebloggs@cmail.carleton.ca). Click Next step

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: [text box]

Email address: firstnamelastname@cmail.carleton

Treat as an alias [Learn more](#)

Reply-to address: firstnamelastname@cmail.carleton
(a reply to mail you send will go to this address. [Learn more](#))

Cancel Next Step >

Add another email address you own

Send mail through your SMTP server?

When you send mail as [redacted]@cmail.carleton.ca, the mail can either be sent through Gmail or through cmail.carleton.ca SMTP servers.

Send through Gmail (easier to set up)

Send through cmail.carleton.ca SMTP servers [Learn more](#)

SMTP Server: pod51009.outlook.com Port: 587

Username: firstnamelastname@cmail.carleton

Password: [password field]

Secured connection using TLS (recommended)

Secured connection using SSL

Cancel < Back Add Account >

5. Click the 'Send through cmail.carleton.ca SMTP server and then enter the following details:
 - a. SMTP Server: pod51009.outlook.com – Port: 587
 - b. Username: firstnamelastname@cmail.carleton.ca (your FULL email address as the username)
 - c. Password: <your normal email password>
 - d. Select Secured connection using TLS.
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 Account and Import 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.

Send mail as:
(Use Gmail to send from your other email addresses)
[Learn more](#)

[Redacted] <[Redacted]@gmail.com>
[Redacted] <[Redacted]@cmail.carleton.ca>
Reply-to address: [Redacted]@cmail.carleton.ca
Mail is sent through: pod51009.outlook.com
Secured connection on port 587 using TLS

[Add another email address you own](#)

When replying to a message:

Reply from the same address the message was sent to
 Always reply from default address (currently [Redacted]@gmail.com)
(Note: You can change the address at the time of your reply. [Learn more](#))



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@cmail.carleton.ca >

SEND Save Now Discard Labels ▾

From [Redacted] <[Redacted]@cmail.carleton.ca>

To [Redacted] <[Redacted]@gmail.com>
[Redacted] <[Redacted]@cmail.carleton.ca>

[Add Cc](#) [Add Bcc](#)

Subject Test