

Sending Email Using Your Office's or Group's Email Address

There may be times when you have to communicate with others on behalf of your office or a group, thus, using your office's or group's email address. You have to configure your email account to make this work. But before you do this, make sure that you are part of the office's or group's mailing list. Check with the head of office or the IMS.

With your Gmail application open (via a web browser), you will see an engine-like or gear icon (at the upper right corner of the application). Click on the icon. And then click on “**Settings**”. (See Illustration 1, page 1)

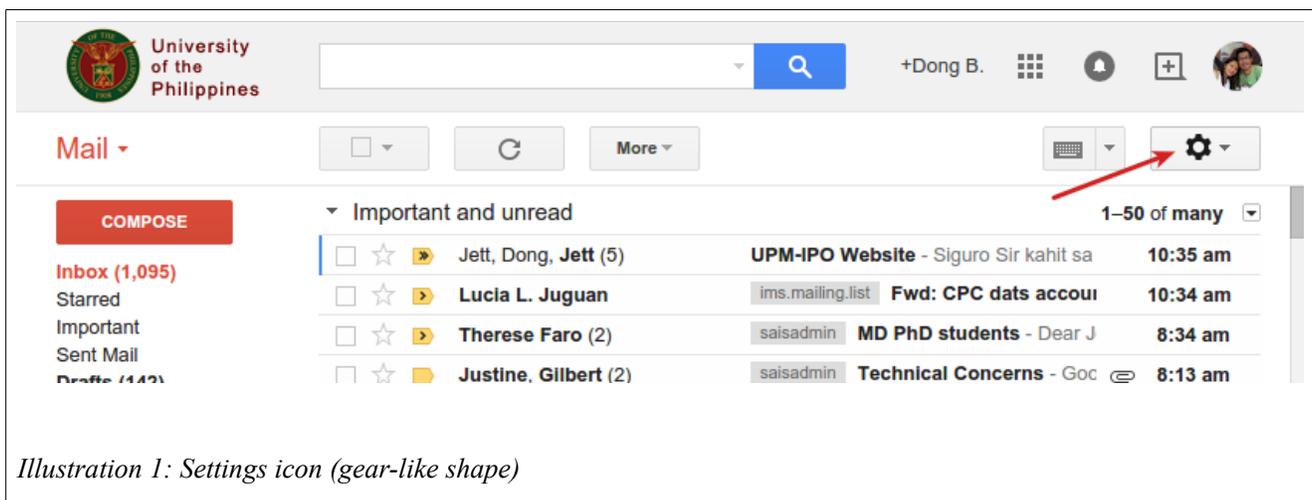


Illustration 1: Settings icon (gear-like shape)

The Settings page is then loaded. Look for the "Accounts" item in the line below the "Settings" menu. Click on it. (See Illustration 2, page 1.) The page's contents change.

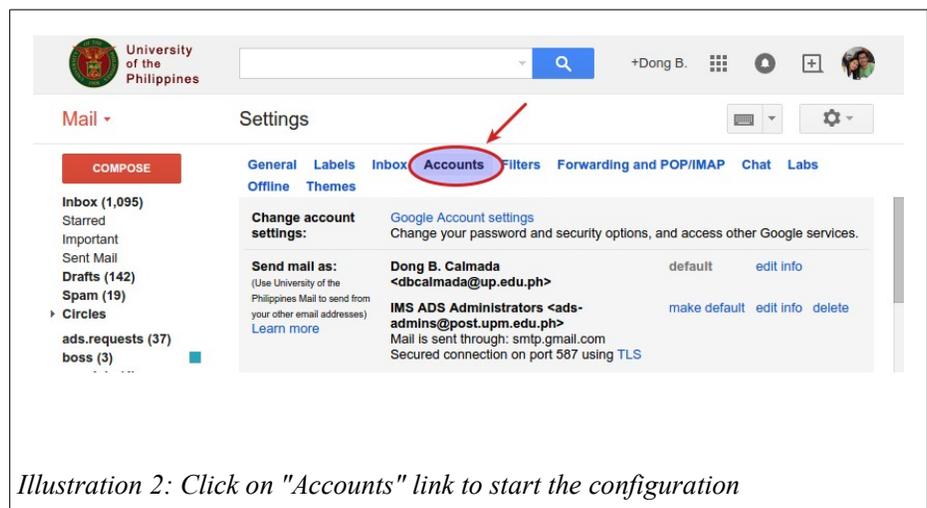


Illustration 2: Click on "Accounts" link to start the configuration

Look for the link "Add another email address you own". (See Illustration 3, page 2.) Click on it.

A new little window will pop up. (See Illustration 4, page 2.) Change the name into your office's short name. Also, enter your office's or group's email address.

Deselect "Treat as an alias" if you want mails you send for your office or group to not show up in your inbox.

Then click the "Next Step" button.

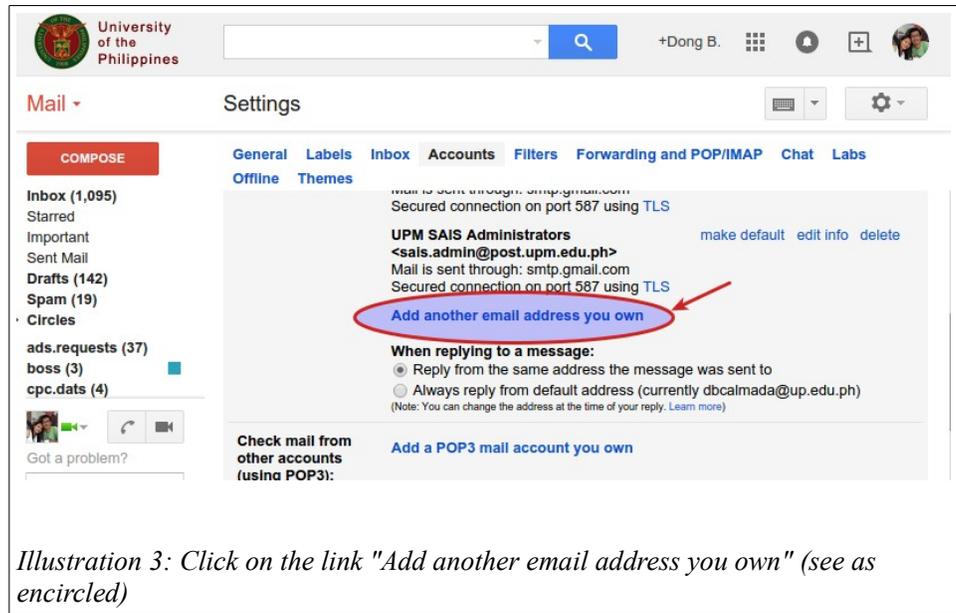


Illustration 3: Click on the link "Add another email address you own" (see as encircled)

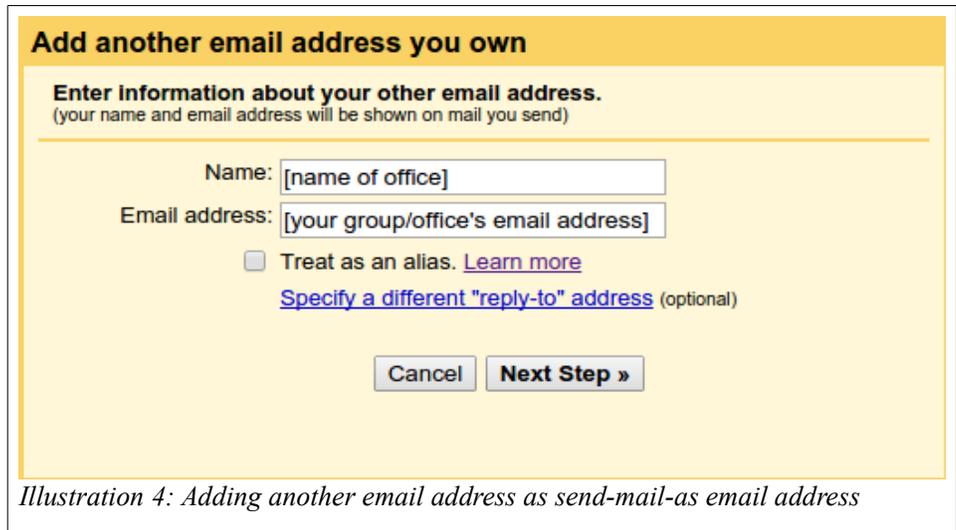
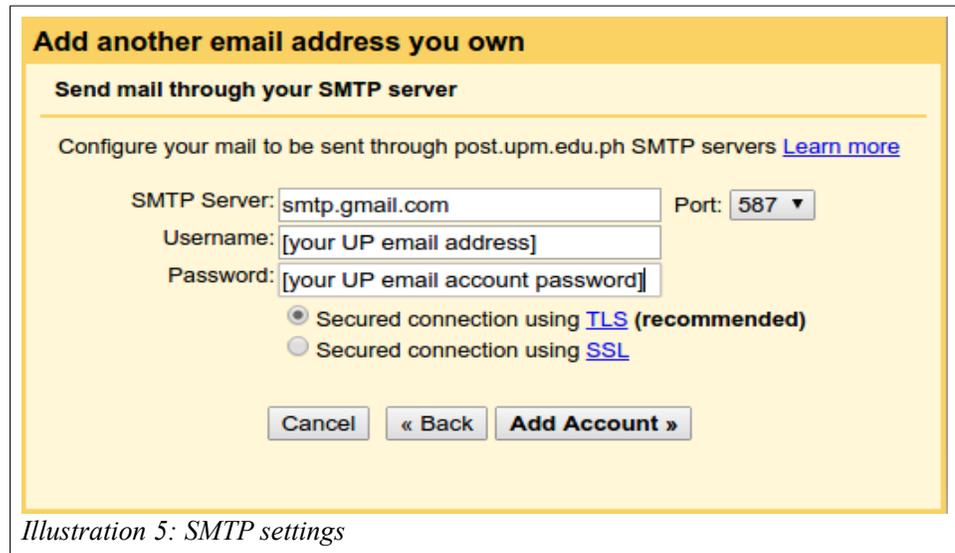


Illustration 4: Adding another email address as send-mail-as email address

Assuming that the system did not find a problem with the email address that you entered, you will be shown a new dialog box regarding SMTP server. Refer to Illustration 5, page) for the settings.

As a security measure, you will be asked to verify the email address. Click on the "Send Verification" button. (See Illustration 6, page 3.)



Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through post.upm.edu.ph SMTP servers [Learn more](#)

SMTP Server: Port:

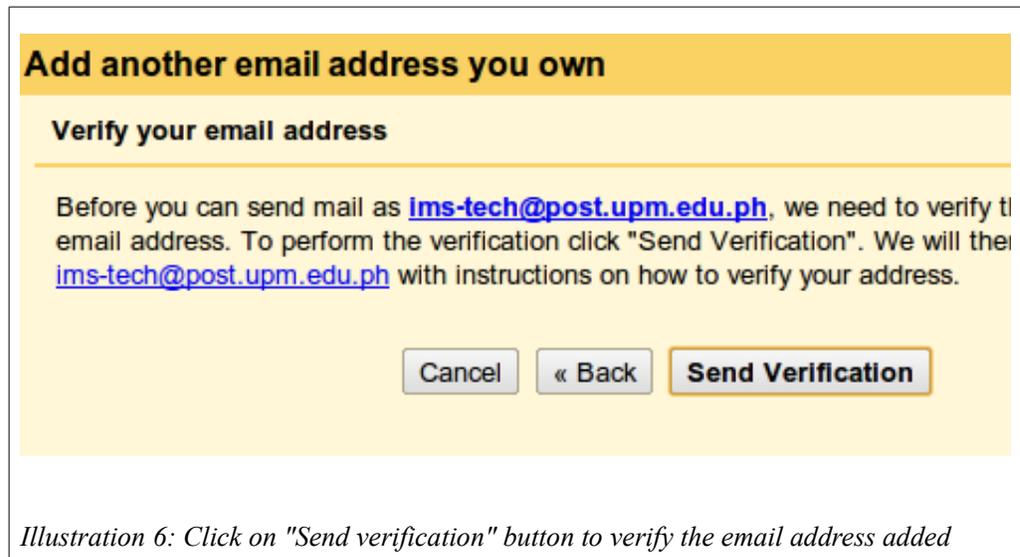
Username:

Password:

Secured connection using [TLS \(recommended\)](#)

Secured connection using [SSL](#)

Illustration 5: SMTP settings



Add another email address you own

Verify your email address

Before you can send mail as ims-tech@post.upm.edu.ph, we need to verify tl email address. To perform the verification click "Send Verification". We will the ims-tech@post.upm.edu.ph with instructions on how to verify your address.

Illustration 6: Click on "Send verification" button to verify the email address added

Add another email address you own

Confirm verification and add your email address

An email with a confirmation code was sent to ims-tech@post.upm.edu.ph. [\[Resend email\]](#)
 To add your email address, do one of the following:

Click on the link in the confirmation email OR Enter and verify the confirmation code

[Close window](#)

Illustration 7: This is basically a notification. Just close the window and check your mail for the confirmation process.

After that, you will be advised that a confirmation email was sent to your mailbox. Close the window. (See Illustration 7, page 4.)

Check your mailbox. An email from the system must have been there. Open it and look for the instruction "click the link below to confirm your request". Follow that instruction. (See Illustration 8, page 4.) You will be shown another tab indicating confirmation success.

The University of the Philippines Manila Te 7:15 PM (4 minutes ago) ☆

to [ims-tech](mailto:ims-tech@post.upm.edu.ph) ▾

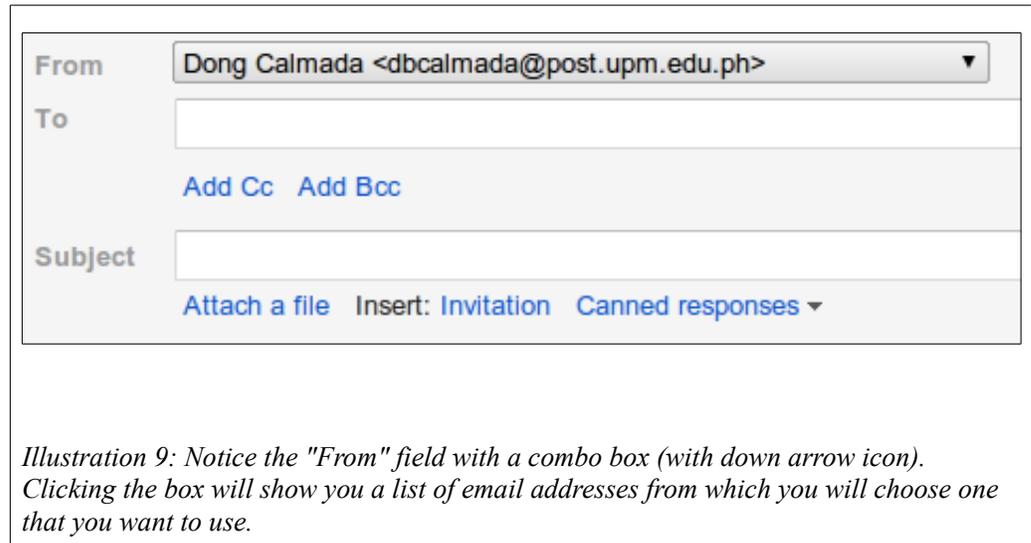
You have requested to add ims-tech@post.upm.edu.ph to your The University of the Philippines Manila account.
 Confirmation code: 19553725

Before you can send mail from ims-tech@post.upm.edu.ph using your The University of the Philippines Manila account (dbcalmada@post.upm.edu.ph), please click the link below to confirm your request:

https://mail.google.com/mail/f-86f508b752-ims-tech%40post.upm.edu.ph-f4e8IsxSQE7ChaSBkTIjimp_trtM

Illustration 8: You may ignore confirmation code notice. Just follow the instruction below the message.

Next time you'll compose an email message, you'll see the "From" field with a combo box (with a down arrow icon on the right), which allows you to choose which identity, that is, email address, you'd like to use. (See Illustration Illustration 9, page 5.)



The image shows a screenshot of an email composition interface. The 'From' field is a dropdown menu with the text 'Dong Calmada <dbcalmada@post.upm.edu.ph>' and a downward arrow icon. Below the 'From' field is the 'To' field, which is empty. Underneath the 'To' field are two blue links: 'Add Cc' and 'Add Bcc'. Below these links is the 'Subject' field, which is empty. Underneath the 'Subject' field are three blue links: 'Attach a file', 'Insert: Invitation', and 'Canned responses' with a downward arrow icon.

Illustration 9: Notice the "From" field with a combo box (with down arrow icon). Clicking the box will show you a list of email addresses from which you will choose one that you want to use.

Should you encounter a problem while following this guide, please don't hesitate to email ims@post.upm.edu.ph.

Prepared by the Information Management Service
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