User Guide
Adding/Updating a USFSP Email Alias to USF Gmail

Developed for USFSP Faculty and Staff
Last Updated on 8/14/2017

This user guide provides information about email aliases, the USFSP email alias (@USFSP.EDU), and how USFSP faculty and staff can configure USF Gmail to send emails using the USFSP email alias. This user guide also provides information on how to update your alias password should you change your NetID password.

What you should know before you begin.

An email alias, is an alternate email address, which has the ability to receive and send emails for another email account or domain. With an USFSP email alias (for the USFSP.EDU domain), faculty and staff have the ability to receive emails to and send emails from their USF Gmail (the MAIL.USF.EDU domain) account. Shared USFSP email aliases can also be created for departments, groups, and special events.

An alias recipient is the person that will receive emails sent to an email alias. After a USF Gmail email address has been added as an alias recipient to an email alias, the alias recipient will immediately begin receiving emails (in their USF Gmail Inbox). In order to send emails, as the USFSP email alias, the alias recipient will need to add the USFSP email alias to their USF Gmail account (step-by-step instructions are provided below).

USFSP email aliases will be in the form of alias_name@usfsp.edu. The alias_name will be either:

1) The USF NetID username for an individual (or personal) USFSP email alias or
2) A department, group, or event name for a shared USFSP email alias

Individual (or personal) USFSP email aliases are created, for all eligible faculty and staff, after the online Bayboro Account Request Form has been received by Campus Computing. There will only be one alias recipient per individual USFSP email alias. Shared USFSP email aliases can be requested online at http://www.usfsp.edu/helpdesk. Shared email aliases can have multiple alias recipients. Each alias recipient, of a shared email address, will need to add the shared USFSP email alias to their USF Gmail account in order to send emails as the USFSP email alias.

To add an individual or shared USFSP email alias to a USF Gmail account, perform the following steps. Note: Do not start these steps until a confirmation has been received from Campus Computing that says the USFSP email alias has been created.
Add the USFSP Email Alias to USF Gmail.

1. Open your web browser of choice. In the browser’s address bar type mail.usf.edu and then press Enter. (For these instructions, Google Chrome was used.)

2. Click (or tap) on your user profile picture in the upper right corner and then click (or tap) the My Account button.

3. In the Sign-in & security section, on the My Account page, click (or tap) on the Connected apps & sites link.

4. On the Connected apps & sites page, scroll down to the Allow less secure apps: ON section and click (or tap) the sliding circle toggle to allow less secure apps. The sliding circle toggle will turn blue as seen below.
5. Return to your inbox by closing this tab OR by clicking (or tapping) on the Google Apps menu icon, at the top of the page, and selecting the Mail icon.

6. On the Gmail inbox page, click (or tap) on the gear icon in the upper right corner of the screen and choose Settings from the dropdown menu.

7. Click (or tap) on the Accounts and import link. In the Send mail as: section click (or tap) the Add another email address you own link.

8. A new browser window will open. Enter your name (if not already entered for you) and the email address of your new alias. The email alias will be in the form of YourNetID@usfsp.edu or SharedAliasName@usfsp.edu. Press the Next Step button.

9. On the next screen, enter your USF Gmail address into the username field and your USF NetID password into the password field. Click (or tap) on the Add Account button.
10. On the next screen, you will confirm the verification. An email is automatically generated and sent to you with a confirmation link and code. You can choose to either (1) click on the link in the email to confirm OR (2) copy and paste the code (from the email) into this window to confirm.

![Email Confirmation Screenshot]

Configure the USFSP Email Alias as the default email address for sending.

At this point, your USF Gmail account will be able to send and receive emails using the USF email alias. Perform the following steps to set the USFSP email alias as the default email address for sending emails:

1) On the Gmail inbox page, click (or tap) on the gear icon in the upper right corner of the screen and choose Settings from the dropdown menu.

2) Click (or tap) on the Accounts and import link.

3) In the Send mail as: section locate the USF email alias added and to its right click (or tap) on the make default link.
How to update your USFSP Email Alias password

Whenever you change your USF NetID password, you will also need to update your USFSP Email Alias password. If you forget to update your Alias password, you will receive an error message when attempting to send an email. Here is an example:

1. On the Gmail inbox page, click (or tap) on the gear icon in the upper right corner of the screen and choose Settings from the dropdown menu.

2. Click (or tap) on the Accounts and import link. In the Send mail as: section, click (or tap) the Edit Info link to the right of your USFSP Email Alias.

3. A new browser window will open and you will see your name listed and selected in the Name field and your alias listed in the Email Address field. Press the Next Step button.

4. On the next screen, leave the remaining information the same and enter in your new NetID password in the Password field. Press the Save Changes button.

5. On the next screen, you will confirm the verification. An email is automatically generated and sent to you with a confirmation link and code. You can choose to either (1) click on
the link in the email to confirm OR (2) copy and paste the code (from the email) into this window to confirm.