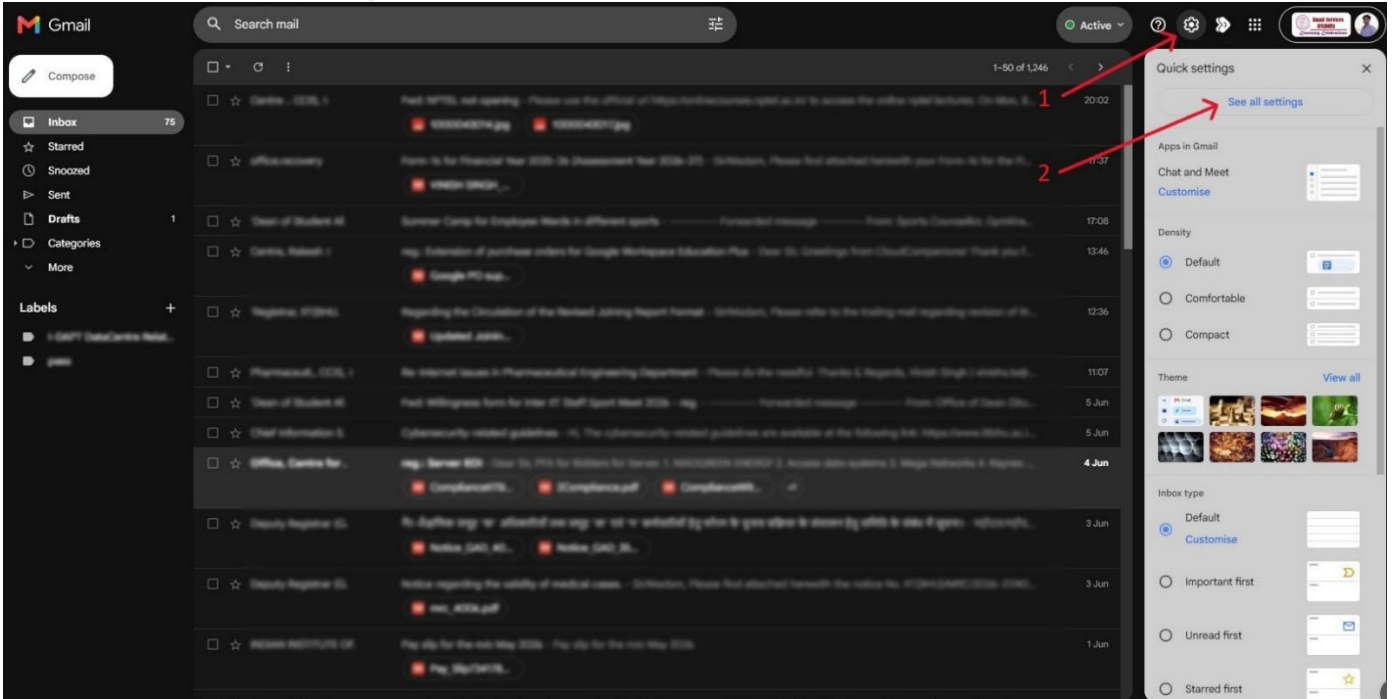


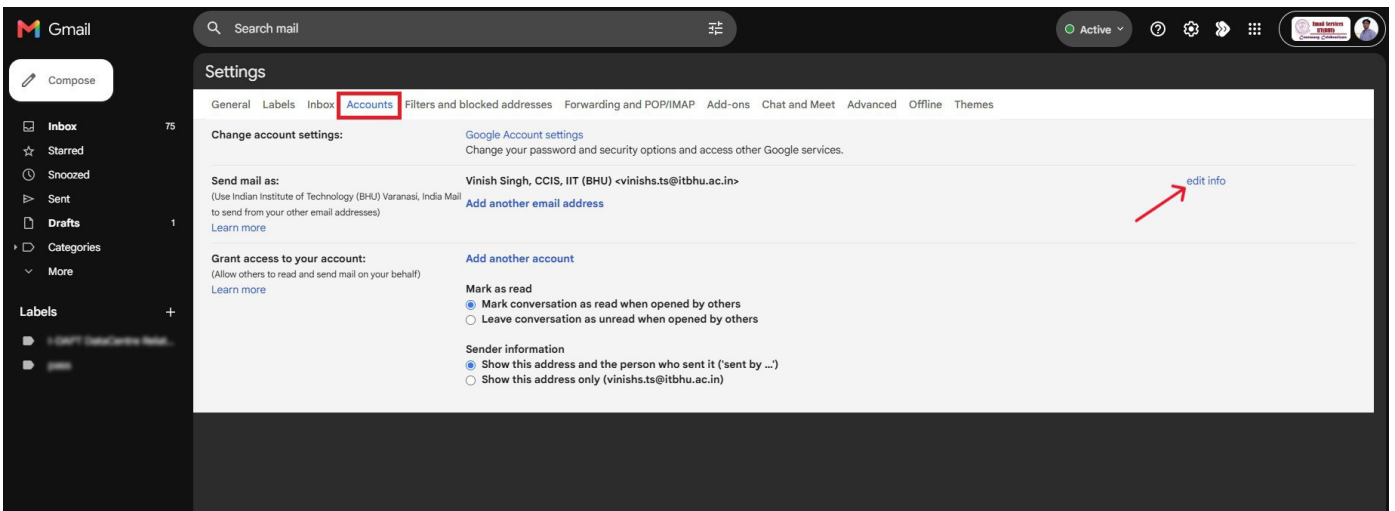
# Email FAQs'

## Steps to update name and designation in institute email ID

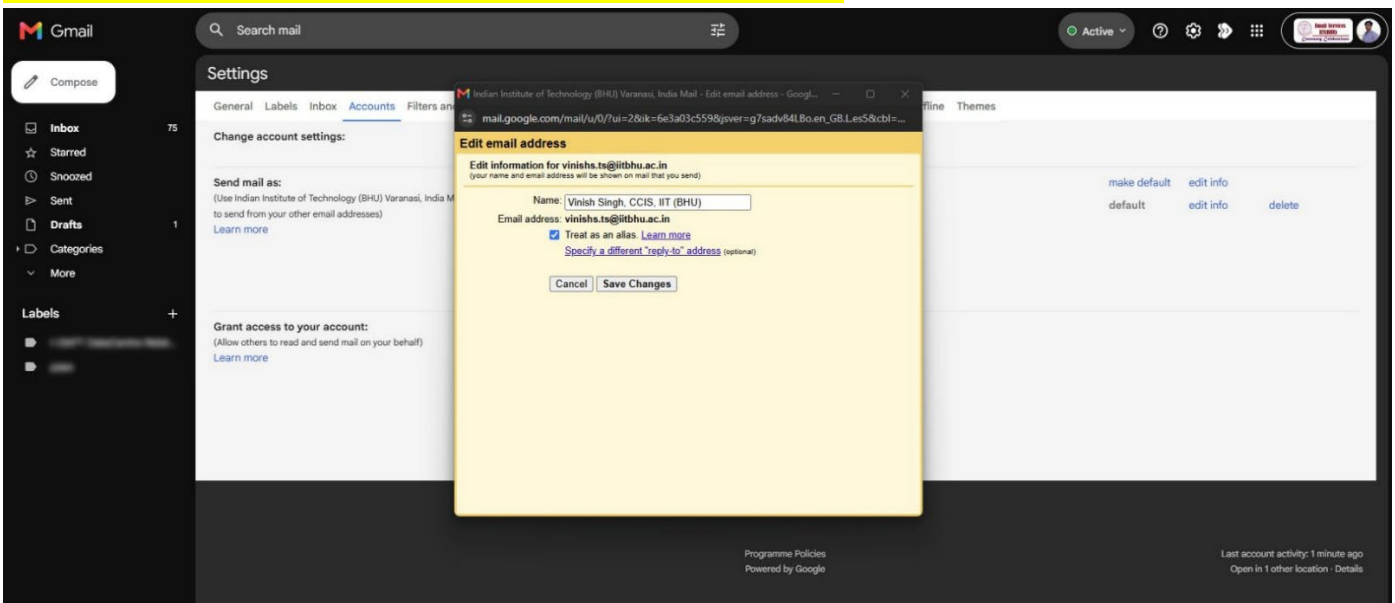
- Navigate to settings icon  > click "See all settings".



- Go to 'Accounts' tab > click "edit info" > a pop-up tab will open.

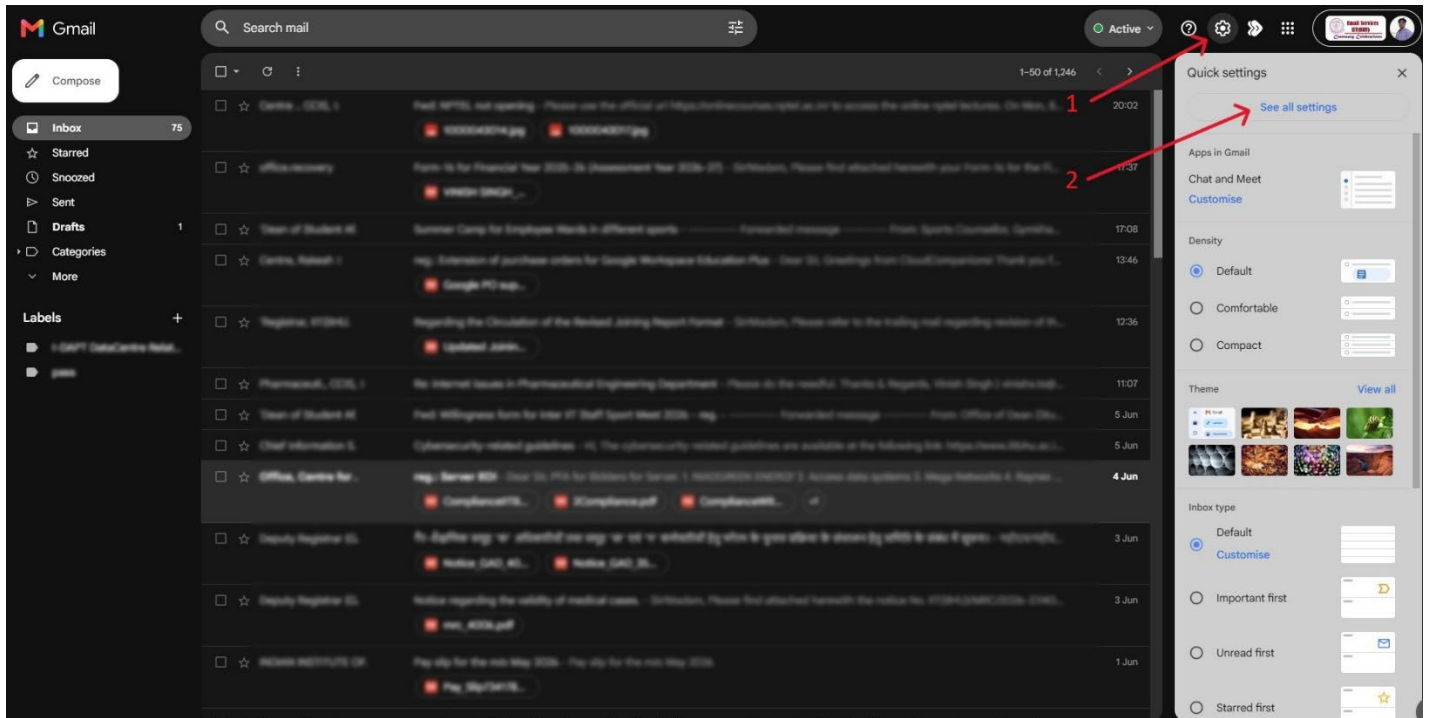


- Enter your preferred name and designation in the 'Name' field to be displayed. Click on "Save Changes".

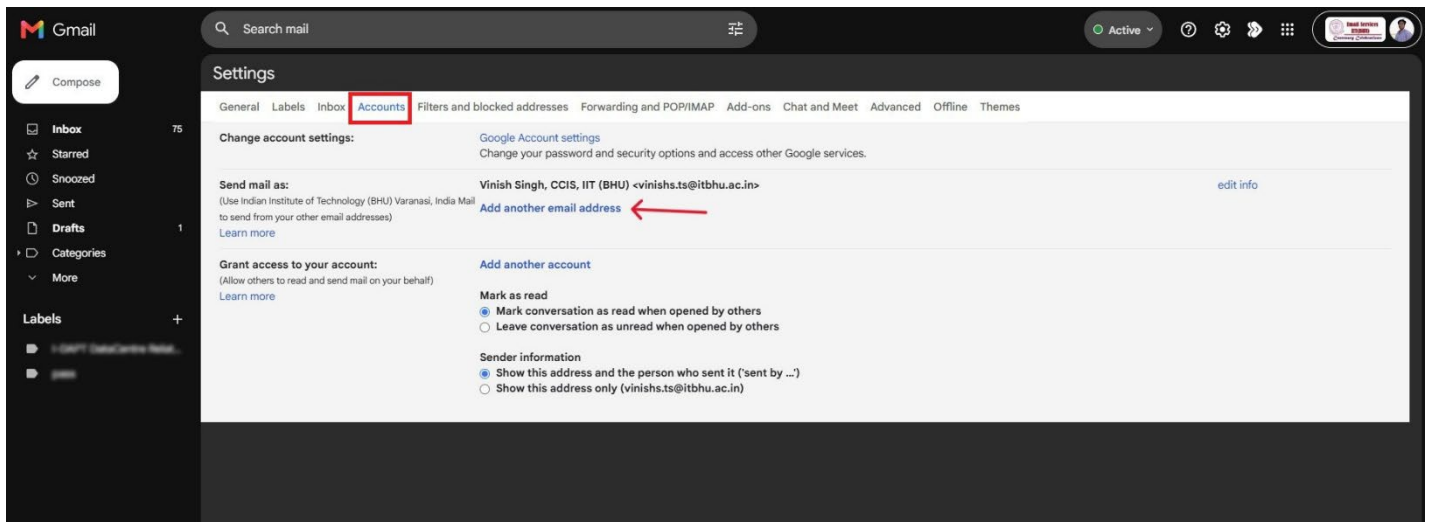


# Steps for email aliasing from '@itbhu.ac.in' to '@iitbhu.ac.in'

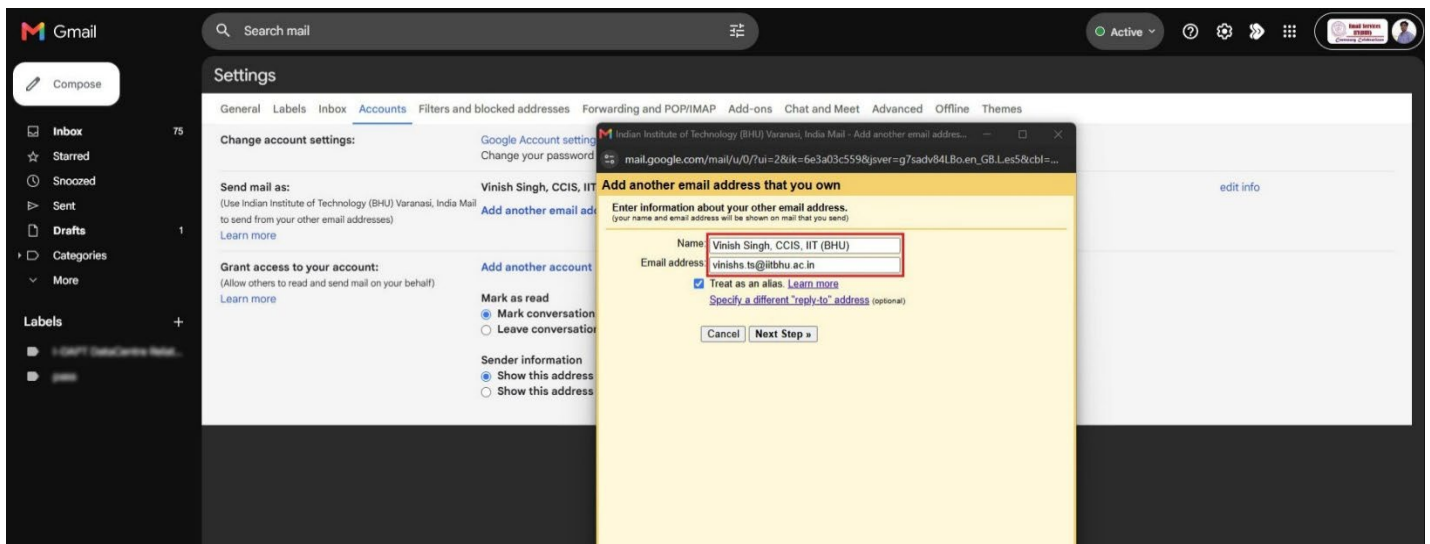
- Navigate to settings icon  > click "See all settings".



- Go to 'Accounts' tab > click "edit info" > a pop-up tab will open.



- In the pop-up tab > Enter your preferred name in 'Name' column.
- Enter your institute email address with '@iitbhu.ac.in' domain in "Email address" column. > click "Next Step".



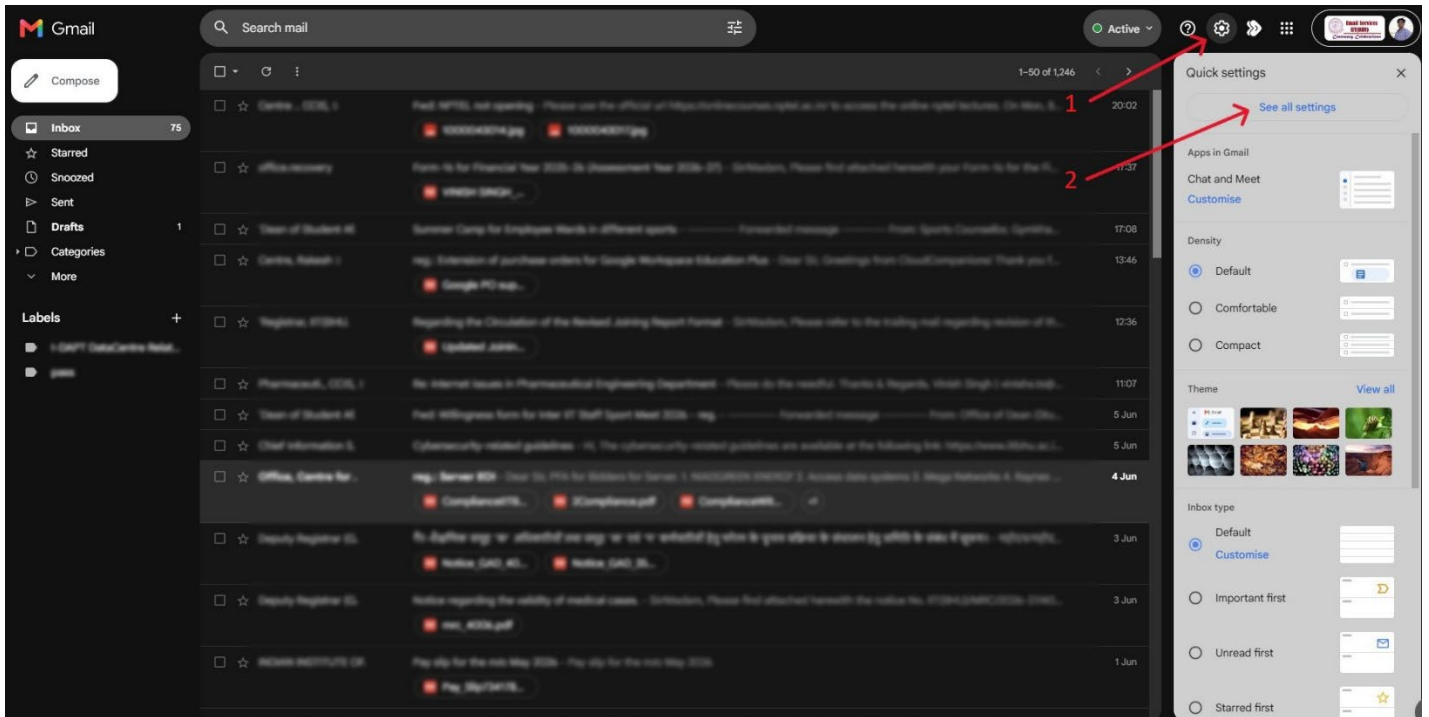
➤ click “make default” to use email with ‘itbhu.ac.in’ domain as your default email address.

The screenshot shows the Gmail 'Settings' page, specifically the 'Accounts' tab. The page lists two email accounts for 'Vinish Singh, CCIS, IIT (BHU)'. The first account is 'vinishs.ts@itbhu.ac.in' and is currently marked as 'default'. The second account is 'vinishs.ts@itbhu.ac.in' (with a different domain suffix in the original image, but the text is 'itbhu.ac.in' in the screenshot). A red arrow points to the 'make default' link for this second account. Other settings like 'Send mail as', 'When replying to a message', and 'Grant access to your account' are also visible.

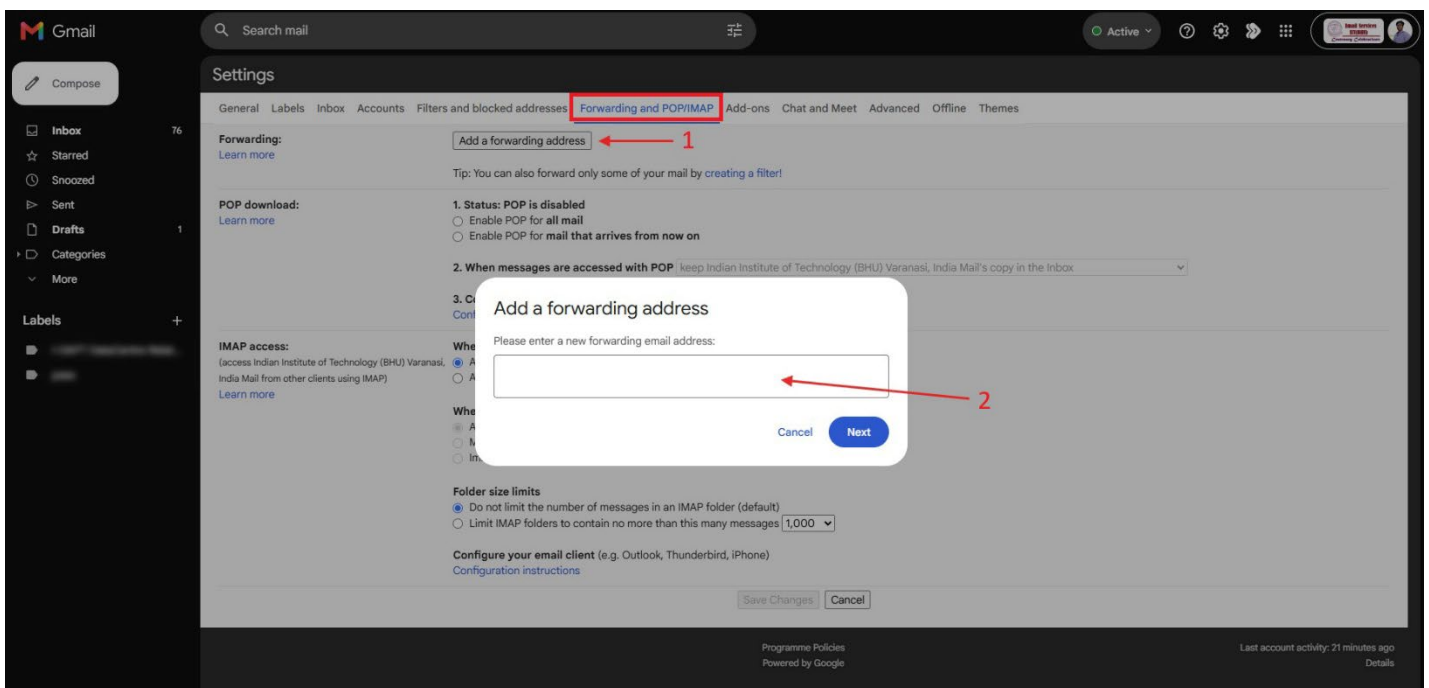
-----X-----

## Steps for email forwarding

- Navigate to settings icon  > click “See all settings”.



- Go to “Forwarding and POP/IMAP” tab, click on “Add a forwarding address”, a popup will appear, enter an email address to receive the forwarded emails.
- A verification email will be sent to your entered email address, click on the verification link and click on ‘Confirm’.



- Under ‘Forwarding’ option select second bullet option, enter email id to receive the forwarded emails and select the desired option from the dropdown menu. Click on “Save Changes”
- You can also disable the email forwarding by selecting the first bullet option under the ‘Forwarding’ option.

Compose

Settings

General Labels Inbox Accounts Filters and blocked addresses **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline Themes

**Forwarding:**

Disable forwarding

Forward a copy of incoming mail to **india@iitb.ac.in** and **keep Indian Institute of Technology (BHU) Varanasi, India Mail's copy in the Inbox**

Tip: You can forward specific messages using filters

**POP download:**

Learn more

**1. Status: POP is disabled**

Enable POP for all mail

Enable POP for mail that arrives from now on

**2. When messages are accessed with POP:** keep Indian Institute of Technology (BHU) Varanasi, India Mail's copy in the Inbox

**3. Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)

Configuration instructions

**IMAP access:**

(access Indian Institute of Technology (BHU) Varanasi, India Mail from other clients using IMAP)

Learn more

**When I mark a message in IMAP as deleted:**

Auto-Expunge on - Immediately update the server. (default)

Auto-Expunge off - Wait for the client to update the server.

**When a message is marked as deleted and expunged from the last visible IMAP folder:**

Archive the message (default)

Move the message to the Bin

Immediately delete the message forever

**Folder size limits**

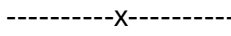
Do not limit the number of messages in an IMAP folder (default)

Limit IMAP folders to contain no more than this many messages: 1,000

**Configure your email client** (e.g. Outlook, Thunderbird, iPhone)

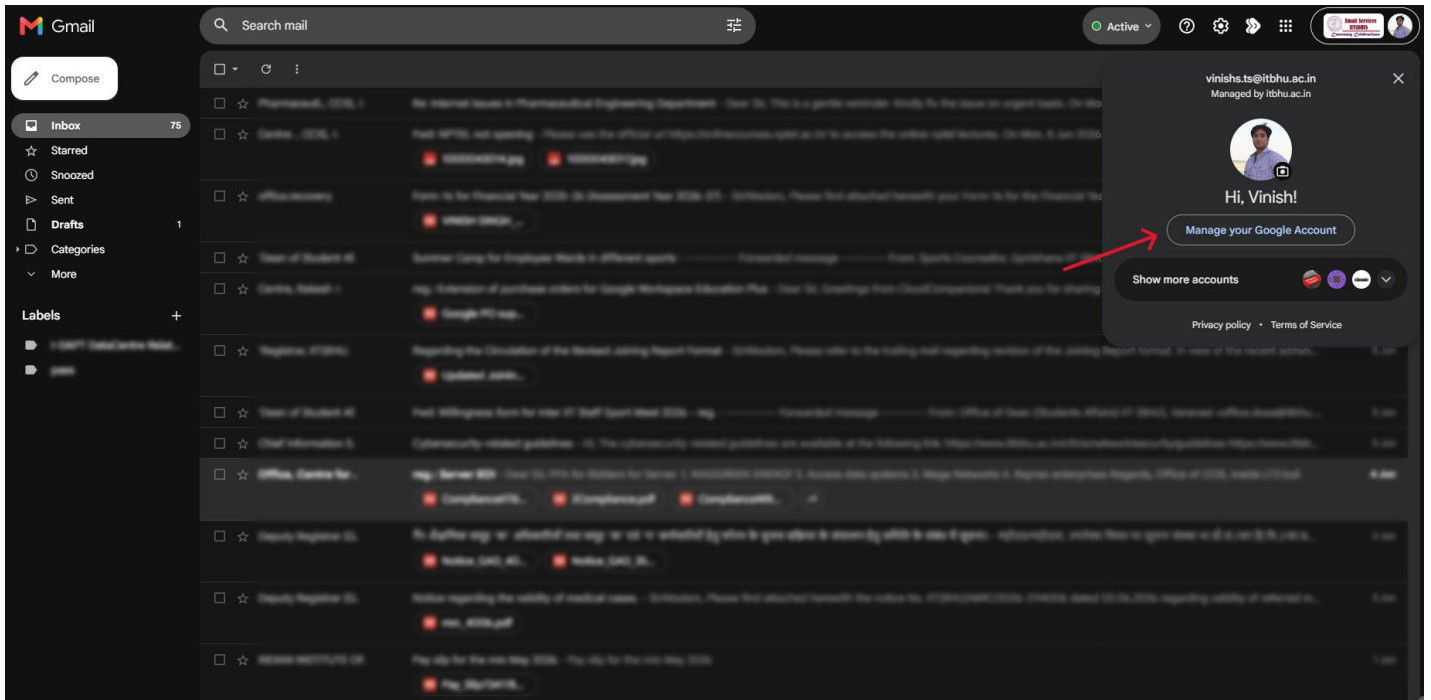
Configuration instructions

Save Changes Cancel

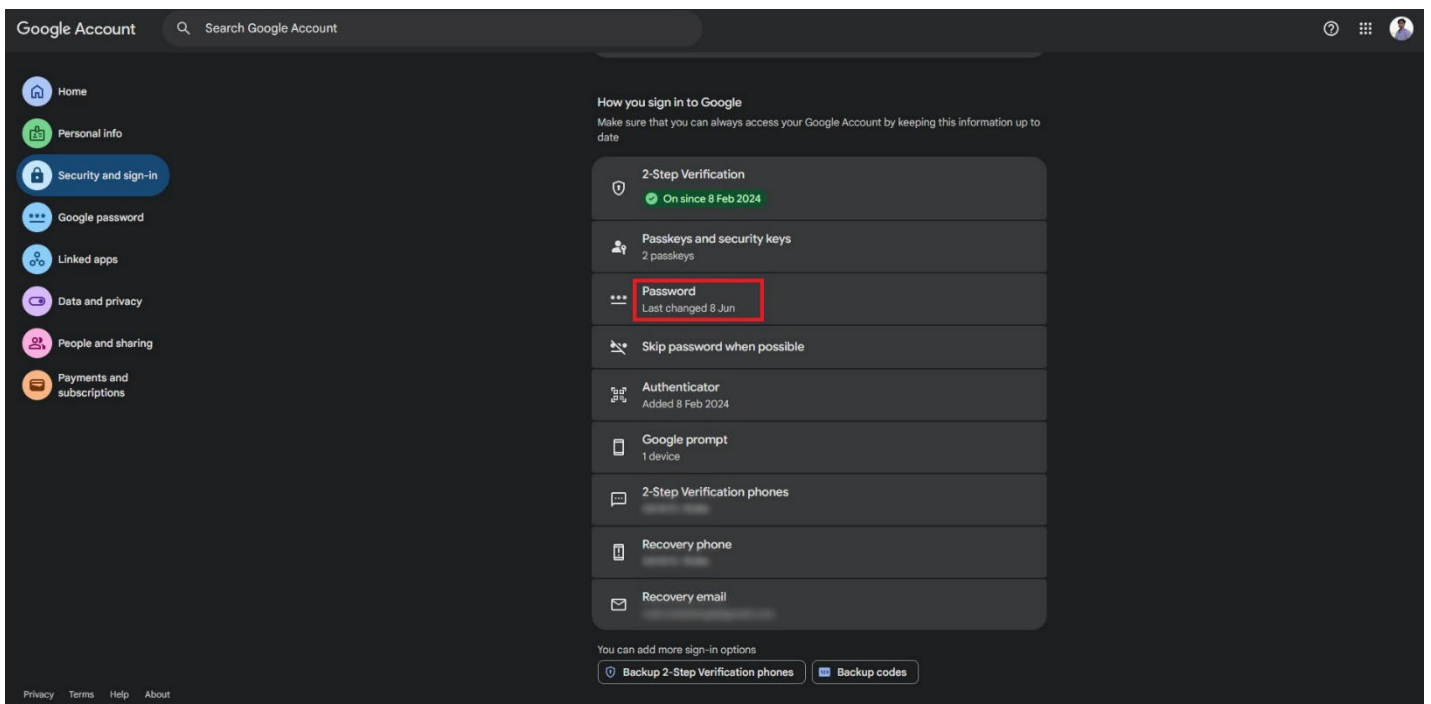


## Steps to change your current password

- Click on “Manage your Google Account”



- Click on “Security and sign-in” > click on “Password”, enter your current password to authenticate your account.



- A popup will open, **enter new password** and **confirm new password**, click on “Change password”.

## ← Password

Choose a strong password and don't reuse it for other accounts.

[Learn more](#) ⓘ

You may be signed out of your account on some devices. [Learn more about where you'll stay signed in](#) ⓘ



**Password strength:**

Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#) ⓘ

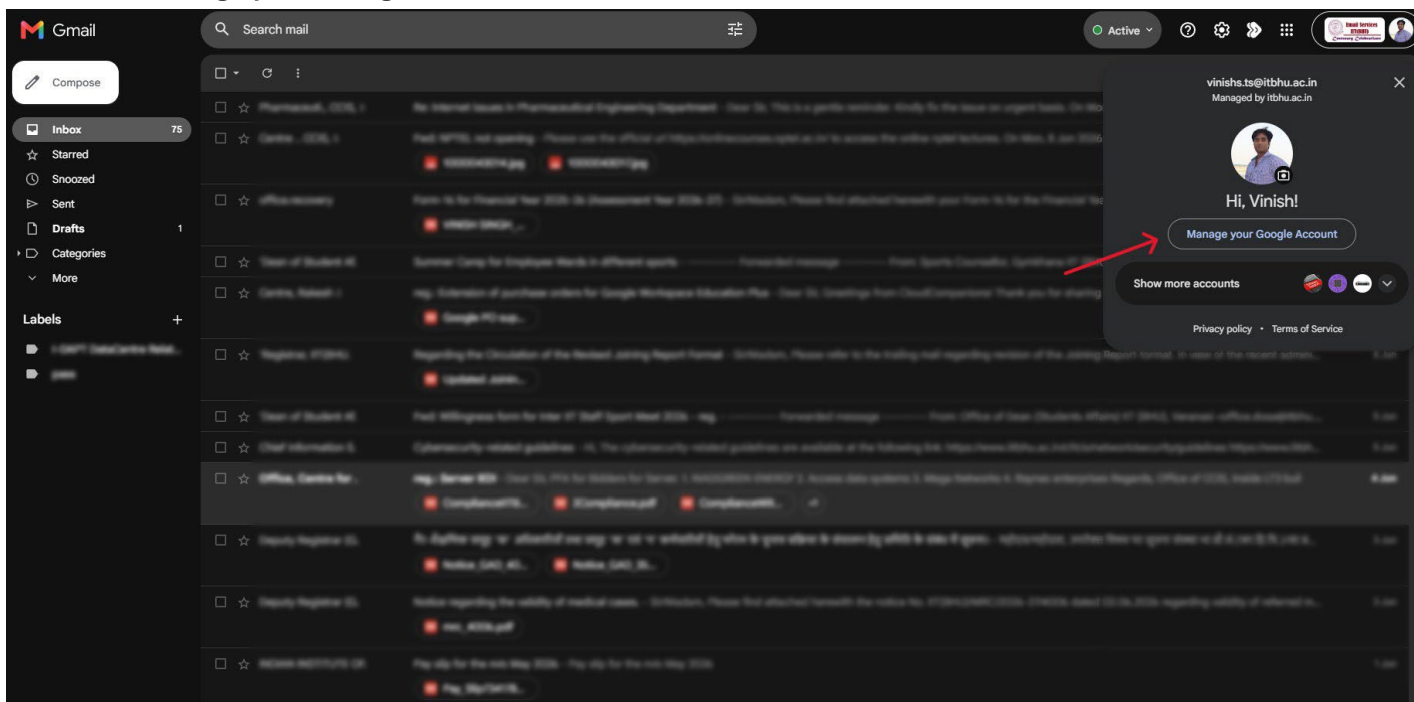


Change password

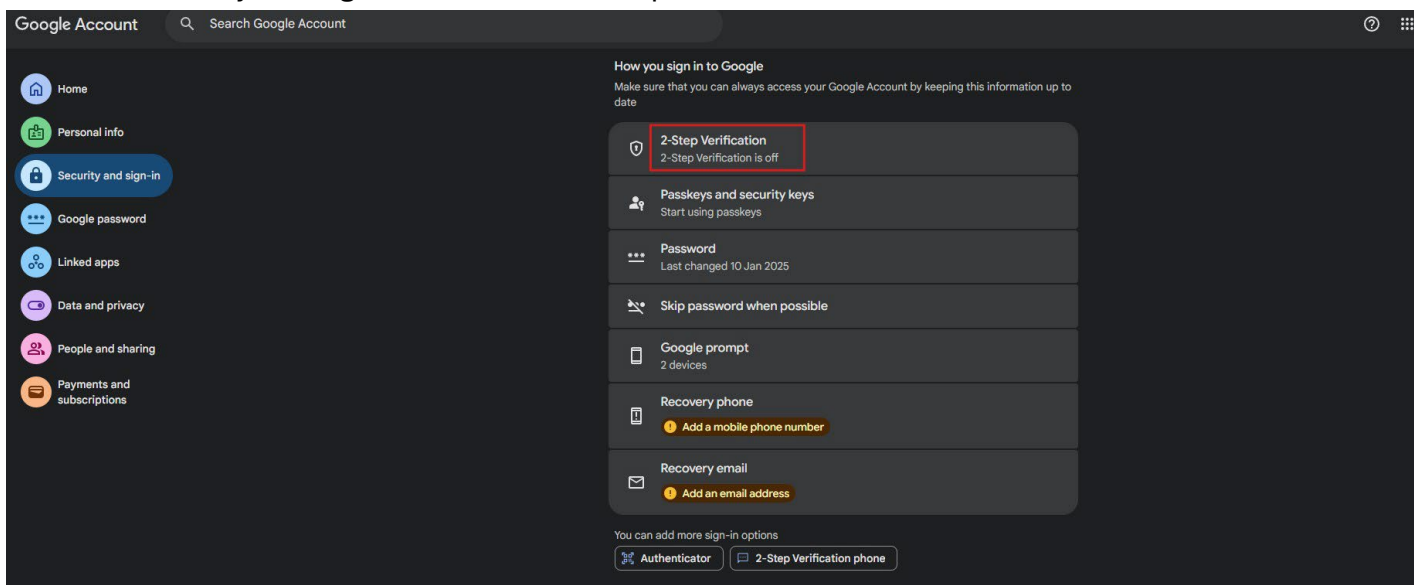
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# Steps to add 2-Step Verification

- Click on “Manage your Google Account”



- Click on “Security and sign-in” > click on “2-Step Verification”.



- “Click on Turn on 2-Step Verification”.
- 2-Step Verification can be done in two ways.
  1. SMS verification code.
  2. Google authenticator code.

## 1 SMS verification code

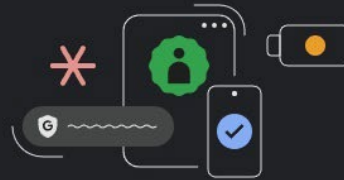
- Click on “Add a phone number” > Authenticate with your login password (if asked), Click on “Add phone number” > A pop-up tab will open.

## ← 2-Step Verification

### Turn on 2-Step Verification

Prevent hackers from accessing your account with an additional layer of security.

Unless you're signing in with a passkey, you'll be asked to complete the most secure second step available on your account. You can update your second steps and sign-in options any time in your settings. [Go to security settings](#) ↻



### Second steps

Make sure that you can access your Google Account by keeping this information up to date and adding more sign-in options

	Passkeys and security keys	✓ 2 passkeys	>
	Google prompt	✓ 2 devices	>
	Authenticator	! Add authenticator app	>
	Phone number	! Add a phone number	>

Turn on 2-Step Verification

- Select country 'India' and enter your phone number > Select first bullet option "Receive codes by text message"

## ← 2-Step Verification phones


You can add phone numbers to get sign-in codes and security alerts.

+ Add phone number



### Add a phone number

A phone number can be used to verify it's you when signing in and to receive alerts if there's unusual activity.

 +91

You can use a Google Voice number, but you won't be able to receive codes if you lose access to your Google Account. Charges from your operator may apply. [Learn more about how Google uses this info](#) ⓘ

Receive codes by text message

Receive codes by voice message

Cancel

Next

## 2 Google authenticator code.

- To setup “Google authenticator” first you need to download the “Google Authenticator” app from the play store and sign-in in the app.

### Google Authenticator

Google LLC

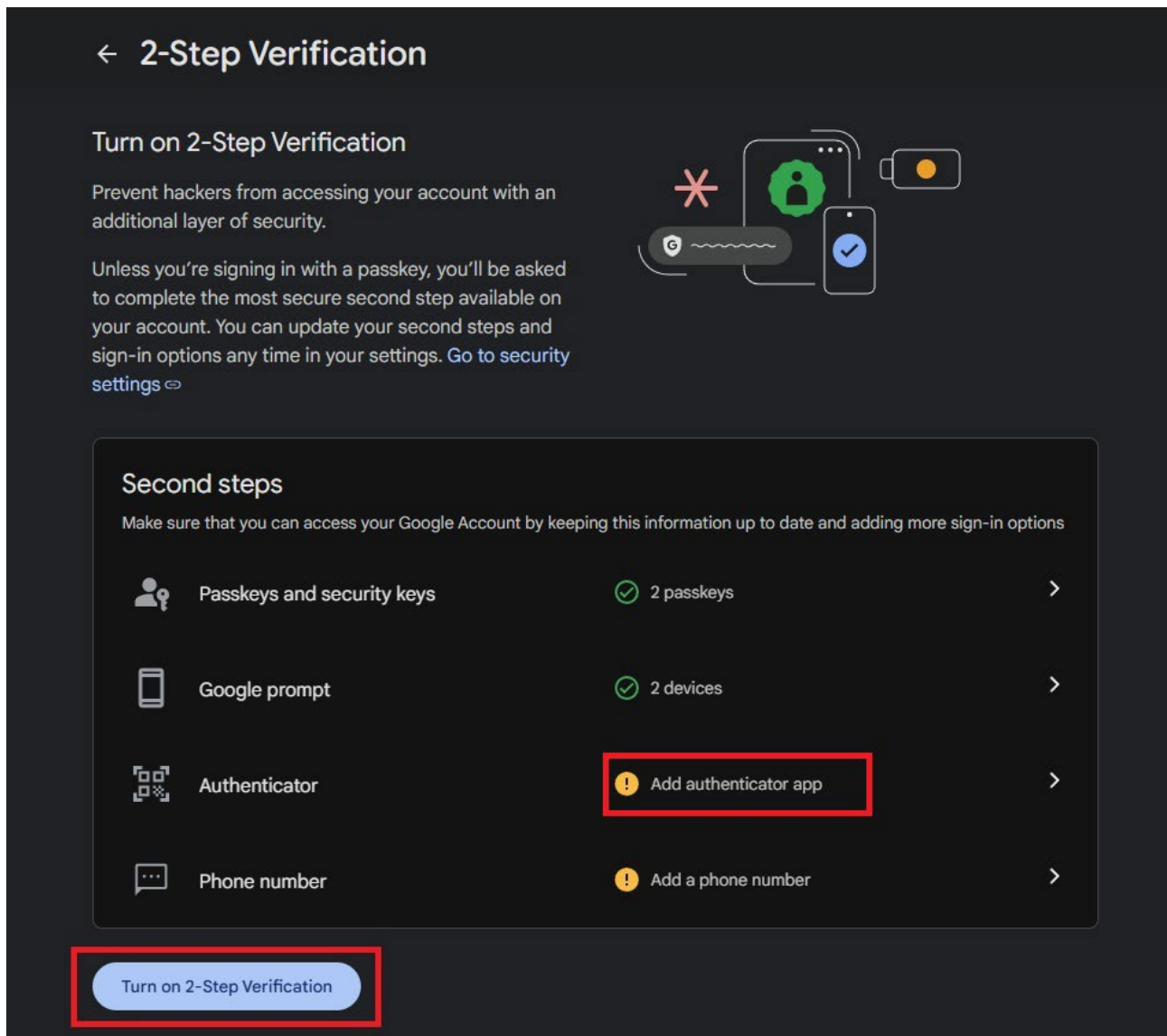
Enable 2-step verification to protect your account from hijacking.



4.3★  
6.63L reviews

10Cr+  
Downloads

- Click on “Add authenticator app” > Authenticate with your login password (if asked) > Click on “Set up authenticator” > A pop-up tab will open.



- Open Google Authenticator app on your phone and tap on **+**, scan the QR code displayed on the pop-up tab, click on ‘Next’.

## ← Authenticator app

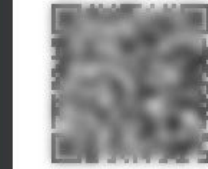
Instead of waiting for text messages, get verification codes from an authenticator app. It works even if your phone is offline.

First, download Google Authenticator from the [Google Play Store](#) or the [iOS App Store](#).

+ Set up authenticator

### Set up authenticator app

- In the Google Authenticator app, tap the +
- Choose **Scan a QR code**



Can't scan it?

Cancel Next

- Enter the six-digit code that is displayed on your authenticator app, click on 'Verify'.

### Set up authenticator app

Enter the 6-digit code that you see in the app

Back

Cancel Verify