Steps for email aliasing from <mark>'@itbhu.ac.in</mark>' to '<mark>@iitbhu.ac.in</mark>'

• Navigate to settings icon 🐼 > click "See all settings".

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• Go to 'Accounts' tab > click "Add another email address" > a pop-up tab will open.

Settings				
General Labels Inbox Accounts	Filters and blocked addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes			
Change account settings:	Google Account settings Change your password and security options and access other Google services.			
Send mail as: (Use Indian Institute of Technology (BHU) Varanasi, India Mail to send from your other email addresses) Learn more	Vinish Singh, CCIS, IIT (BHU) <vinishs.ts@itbhu.ac.in> edit info Add another email address</vinishs.ts@itbhu.ac.in>			
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Grant access to your account: (Allow others to read and send mail on your	Add another account			
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Learn more	Leave conversation as unread when opened by others			
	Sender information Show this address and the person who sent it ('sent by') Show this address only (vinishs.ts@itbhu.ac.in)			

- 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 'iitbhu.ac.in' domain as your default email address.
- Select "Always reply from default address".

Settings	
General Labels Inbox Accounts	Filters and blocked addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes
Change account settings:	Google Account settings Change your password and security options and access other Google services.
Send mail as: (Use Indian Institute of Technology (BHU) Varanasi, India Mail to send from your other email addresses) Learn more	Vinish Singh, CCIS, IIT (BHU) <vinishs.ts@itbhu.ac.in> make default edit info Vinish Singh, CCIS, IIT (BHU) <vinishs.ts@itbhu.ac.in> default edit info Add another email address default edit info When replying to a message: Reply from the same address to which the message was sent @ Always reply from default address (currently vinishs.ts@itbhu.ac.in) Make default (Note: You can change the address at the time of your reply. Learn more) Make default</vinishs.ts@itbhu.ac.in></vinishs.ts@itbhu.ac.in>
Check email from other accounts: Learn more	Add an email account
Grant access to your account: (Allow others to read and send mail on your behalf) Learn more	Add another account Mark as read Mark conversation as read when opened by others Leave conversation as unread when opened by others Sender information Show this address and the person who sent it ('sent by') Show this address only (vinishs.ts@iitbhu.ac.in)

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