

# Send an Email from your mit.edu address in gmail

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IS&T does not currently support this function. The IS&T Service Desk will be unable to answer questions about this function should you have any.

1. Login to your personal gmail account.

*Result:* You will be brought to your inbox.

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2. From your gmail inbox, navigate to the upper right corner of the screen, and click on the gear symbol.

*Result:* A "Quick Settings" dropdown menu will appear.

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3. Click on **See all Settings**.

*Result:* A Settings menu will appear.

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4. Click on the **Accounts** tab.

*Result:* The **Accounts** tab will open.

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5. Under **Send mail as:**, select "Add another email address".

*Result:* A window will appear in which you can add an additional email address.

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6. Enter the following values, and then select **Next Step**.

- a. **Name:** The name of the account

- b. **Email address:** Your MIT email address

*Result:* A new page will appear in which you can configure the account.

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7. Enter the following values, and then select **Add Account**.

- a. **SMTP Server:** outgoing@mit.edu

- b. **Port:** 465 (SSL) or 587 (TLS)

- c. **Username:** Kerberos username (without the @mit.edu)

- d. **Password:** Kerberos password

*Result:* A new page will appear in which you can confirm your verification and add your email, and an email will be sent to your MIT email address.

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8. Open the email you receive, and enter the verification code into the box on the previous window. Then select **Verify**.

*Result:* Your MIT email will be added to your gmail account.

## Important Note

Please note that the account from which the email is sent will appear in the email header for the recipient.

1. This setting can be adjusted by going to **Settings**, clicking on the **Accounts** tab, and scrolling down to the section entitled **Grant access to your account**.
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2. In this section, you can choose what email address you would like to appear in the email header for the recipients of the email.