

## How do I Change my SMTP Settings in Gmail to smtp.gmail.com?

Gmail allows users to manage multiple accounts from the Gmail interface through their “[send mail from a different address or alias](#)” (aka “**Send mail as**”) feature. According to our records, your *personal* Gmail account is currently configured to send messages from your UC Berkeley bMail account using the old **CalMail SMTP server**.

As the CalMail SMTP server will soon be retired, you will need to change the settings in your personal Gmail account before **Wednesday, February 17, 2016**.

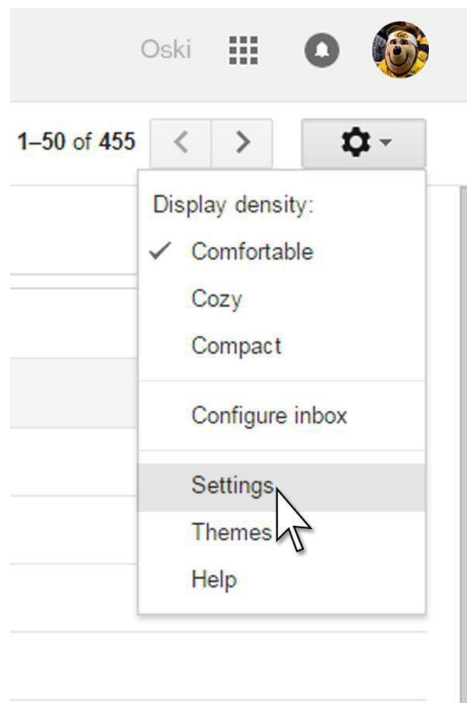
### ***What do I need to do?***

To continue using the Gmail “send as” feature with your Haas bMail account, you will be required to edit your *personal* Gmail “send as” settings.

#### **Before you begin**

- [Create a bConnected Key](#). If you have not yet done so, follow this link to do so: <https://idc.berkeley.edu/mmk>.
- Set your **bConnected** "Access for less secure apps" to "Turn on." [Click this link to do so](#).
- Ensure that there are no "login challenges" against your **bConnected** account [at this link](#) (allow access by clicking “Continue”)

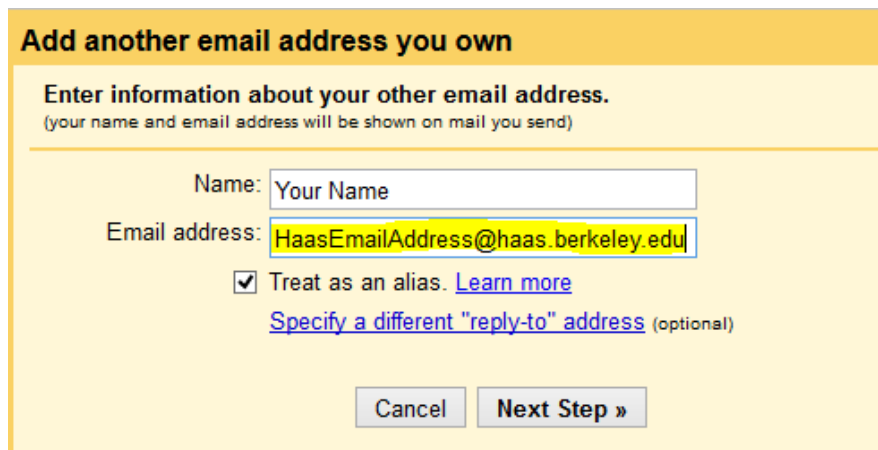
Step	Procedure
1	Click on the gear icon in the top right corner of your personal Gmail account, and then click settings.



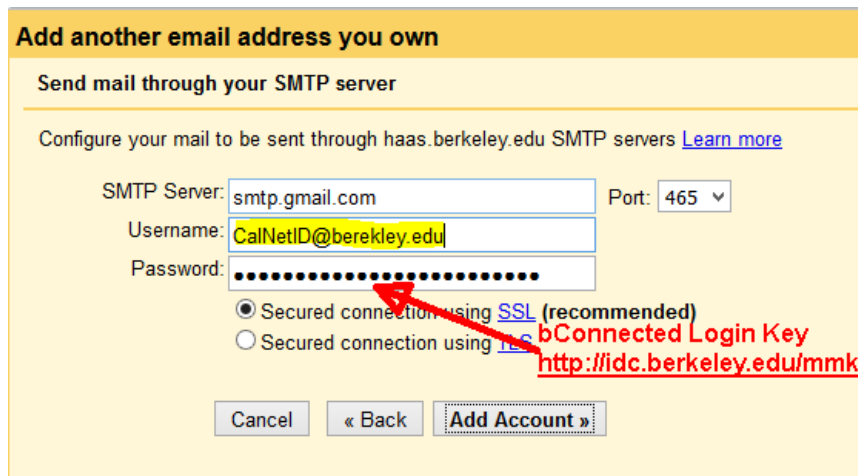
Step	Procedure
2	Click on the "Accounts and Import" tab, and then click on "Add another email address you own"



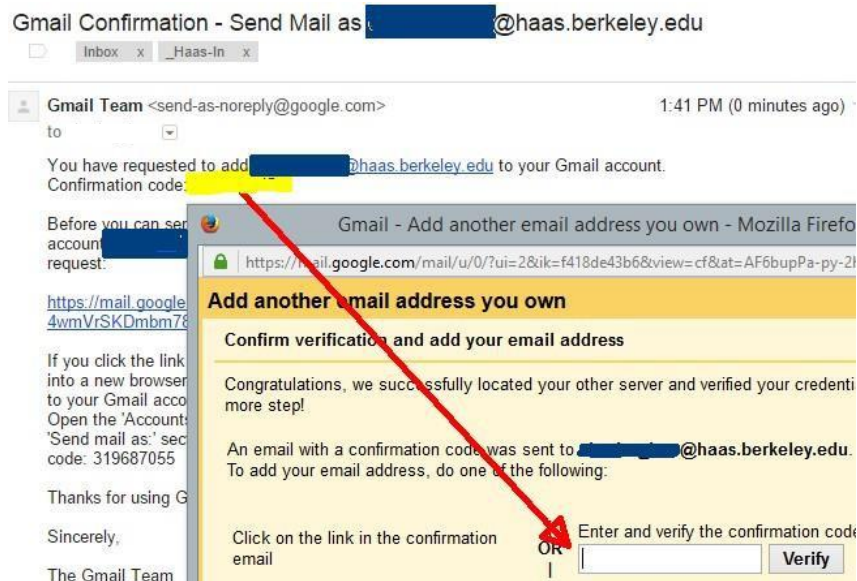
Step	Procedure
3	Enter your name, and your <b>Haas</b> email address. Ensure that the "Treat as an alias" box is checked, and click on "Next Step"



Step	Procedure
4	Enter " <a href="https://smtp.gmail.com">smtp.gmail.com</a> " as the SMTP Server, and put your <b>full Berkeley email address for the username</b> . Be sure that you include the <a href="mailto:berkeley.edu">@berkeley.edu</a> suffix. Enter your <b>bConnected Login Key</b> in the password box (do not copy and paste it). Then click "Add Account."



Step	Procedure
5	You should see a window pop up that asks for you to confirm verification of your Berkeley email address. Open your <b>Haas</b> email account (in a separate browser, or private/incognito window), and either click on the link in the body of the verification email, or copy the confirmation code from the email into the window that previously popped up.



Step	Procedure
6	Back on the "Settings", "Accounts and Import" tab of your personal gmail account, you should now see your <b>Haas</b> email successfully added.

***Still need help?***

Remember that you can **always log in to your bMail account directly** to send email from your UC Berkeley account.

You can also sign in to [multiple Gmail accounts](#) at the same time, if you wish.

For further assistance in making this change, or if you have any concerns, please contact Haas Technology Solutions (formerly ECSM) at [helpdesk@haas.berkeley.edu](mailto:helpdesk@haas.berkeley.edu). Phone: [510-642-0434](tel:510-642-0434) or Toll Free at [866-642-0434](tel:866-642-0434).