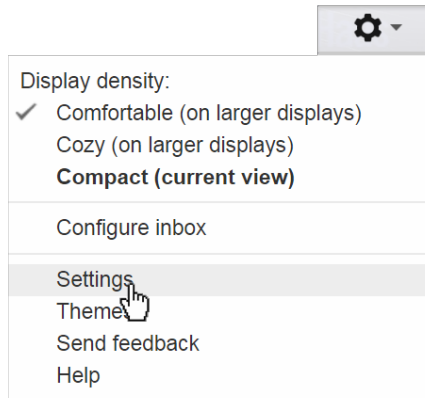


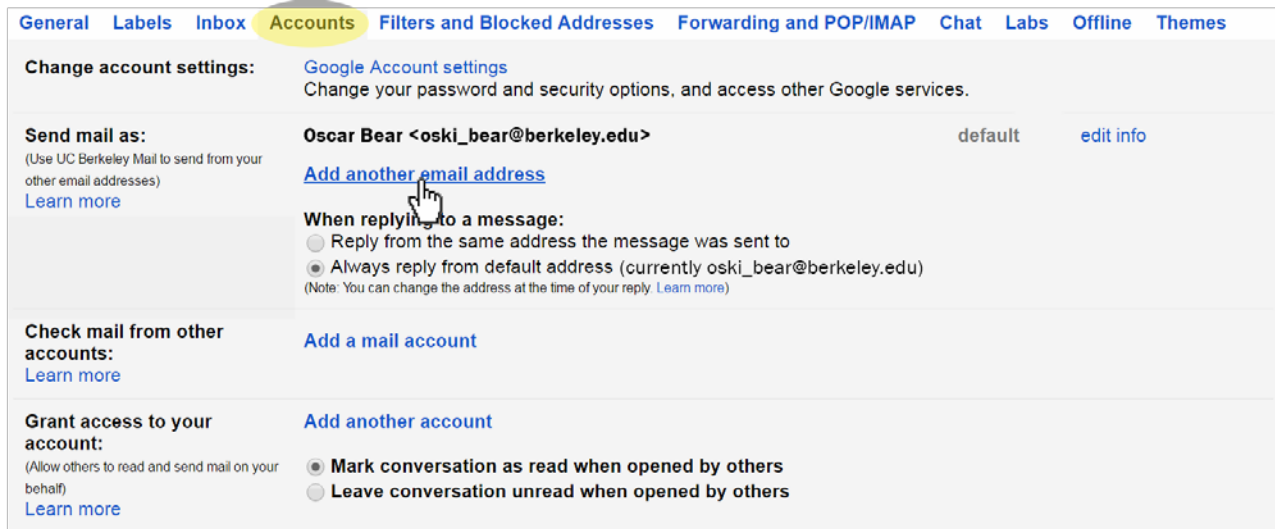
How do I set my @mba/@haas Alias as my “Send mail as” default?

Typically, Haas users will have in their bMail a **Campus address** (@berkeley.edu) and a **Haas alias** (@mba.berkeley.edu, or @haas.berkeley.edu), and can receive emails sent to either address. But users can identify which alias they prefer to send email as, and this document will help you set that up.

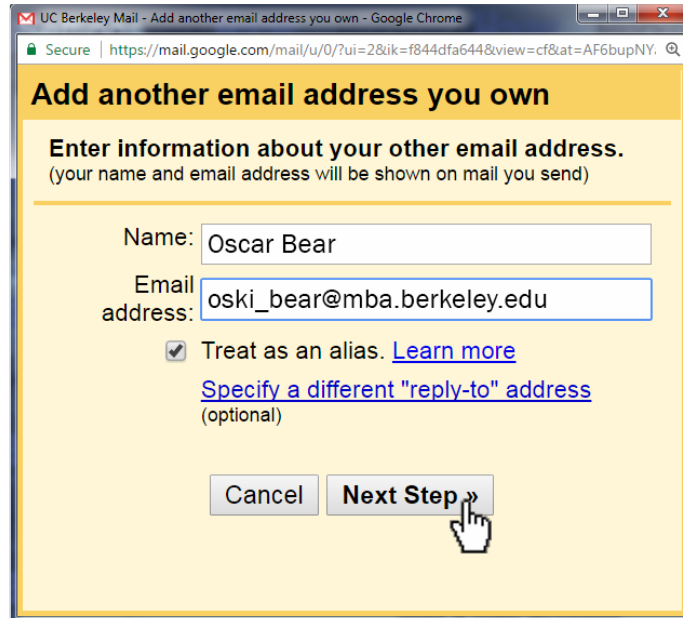
Step	Procedure
1	Log into your bMail , then click on the Gear icon in the top right corner. Choose Settings from the ensuing dialog box.



Step	Procedure
2	In Settings , go to the Accounts tab and navigate to the Send mail as: section. If your Haas alias isn't listed yet, click on the Add another email address link. If the alias is already listed you can skip ahead to Step 4 .



Step	Procedure
3	<p>In the resulting dialog box, enter the Email address* you would like to add. Leave the Treat as an alias option checked. When done, click Next Step.</p> <p>* Note: you must enter your alias exactly as it was created in order for this to work. If you have forgotten your alias, you can view it at https://myaccount.google.com/privacy#personalinfo.</p>



Step	Procedure
4	<p>Once you return to the Accounts page, you should see your newly-added alias as an option in the Send mail as: section. Click on make default to complete the process.</p> <p>You should now be able to send emails using your preferred alias.</p>

