How-To Guide

Setting the ‘From’ Field to an ‘@sfu.ca’ or ‘@alumni.sfu.ca’ Address in a Desktop Email Client

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Purpose of this how-to guide

The purpose of this how-to guide is to demonstrate the customization of the ‘From’ [Sender] email address to use the ‘@sfu.ca’ or ‘@alumni.sfu.ca’ email address when composing, forwarding, or replying to messages from a desktop email client such as Thunderbird, Outlook, and Apple Mail. While this guide uses Thunderbird as an example, please note that the instructions can also be applied to other desktop email clients.

Prerequisites

1. You have a desktop email client set up with your primary non-SFU external email account. Note: Please refer to your desktop email client’s setup manual, or contact your email service provider for help on configuring your primary email account on your desktop client.

Windows:
If you have Microsoft Office installed, Microsoft Outlook would be included. The lightweight version, Microsoft Outlook Express, is included in Windows operating systems.

Mac:
The email client, Mail, is included in Mac operating systems.

Windows, Mac & Linux:
Mozilla Thunderbird is a free email client that can be run on a variety of operating systems, downloadable at http://www.mozilla.com/thunderbird

2. You have signed up and activated the Alumni Email Forwarding Service.

What is the ‘From’ field?

In email messages, the ‘From’ field contains the email address of the sender, and often the sender’s name as well. If you have multiple email addresses forwarding to a primary account (e.g., your_id@sfu.ca or your_id@alumni.sfu.ca forwarding to your_id@gmail.com), you can set your preferred one as your ‘From’ address.

The ‘Reply-to’ email address is the address to which messages are sent when a person chooses ‘Reply’ or ‘Reply to All’. This field normally defaults to the email address specified in the ‘From’ field.
Instructions


2. Go to Tools → Account Settings...

3. Click Manage Identities...

4. Click Add...
5. Enter your name and your ‘@sfu.ca’ or ‘@alumni.sfu.ca’ email address Click OK.

6. Your new identity will appear in the list. Click OK to continue.

Click OK to confirm the account setting changes.
7. When composing, forwarding or replying to messages, there should now be a drop-down selection field for the ‘From’ address you wish to use.

Sending a test message to verify the setup is recommended.

*Test message as seen from Gmail:*

The setup of your ‘From’ email address is now complete.