How-To Guide

Setting the ‘From’ Field to Your ‘@sfu.ca’ or ‘@alumni.sfu.ca’ Address

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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.

Prerequisites
- A Gmail account
- 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-computing-ID@sfu.ca or your-computing-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
1. Sign into your Gmail account.
2. Once you have signed in, click on the settings icon located on the upper right hand corner. From the drop down menu, select Settings.
3. Next, click to view the Accounts and Import tab under Settings.

4. Within the ‘Send mail as:’ section, click on the Add another email address you own button. A new menu should pop up. If the menu does not appear, verify that your browser allows pop-up windows from http://www.gmail.com.

5. Edit the name, if necessary. Enter your ‘@sfu.ca’ or ‘@alumni.sfu.ca’ email address in the Email Address field (e.g., <your-computing-ID>@sfu.ca or <your-computing-ID>@alumni.sfu.ca). When you have finished, click Next Step >>.
6. Select ‘Send through sfu.ca SMTP servers’. Additional fields for more options should appear.

7. The SMTP Server field, Port, and Username should already be filled in. Leave these fields as they appear. Enter the password for your Alumni Email Forwarding address, and ensure that ‘Secured connection SSL (recommended)’ is activated. Once done, click Add Account ».

A message stating ‘checking credentials…’ should appear. This process may take a few moments.

8. After the system has finished checking credentials, a confirmation message will be emailed to your ‘@sfu.ca’ or ‘@alumni.sfu.ca’ address. Once you have received this message, you may either enter the confirmation code in this screen, or click the link within the confirmation message to complete the setup process.
Since the Alumni Email Forwarding Service has been activated, and your ‘@sfu.ca’ or ‘@alumni.sfu.ca’ address is now forwarding to the Gmail account, the confirmation message should arrive your Gmail Inbox.

Go to your Inbox to check for the confirmation message. If necessary, click Refresh to get new messages.

9. Open the confirmation message. To proceed, click on the confirmation link. Once the email address has been successfully confirmed, a message will be displayed.

10. Return to Settings > Accounts and Import. You should now see your ‘@sfu.ca’ or ‘@alumni.sfu.ca’ email address listed.
11. To make the ‘@sfu.ca’ or ‘@alumni.sfu.ca’ address the default ‘From’ address, click on make default beside it.

12. Just underneath, you can choose either to reply from the same address the message was sent to, or you can opt to always reply from your default email address.

13. Once you have finished with the above customizations, you can send a test message to yourself or to a friend.

   Note that you can always override the default ‘From’ address by choosing another address while composing, forwarding, or replying to messages.

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