

Setting an Alias for an Account

Overview

UWF Gmail addresses are defaulted to a particular format. Some users may prefer that their email addresses look a little different. These users may choose to set up an alias for their active UWF Gmail accounts. These aliases will look slightly different from the default UWF Gmail address.



Your username will stay the same!

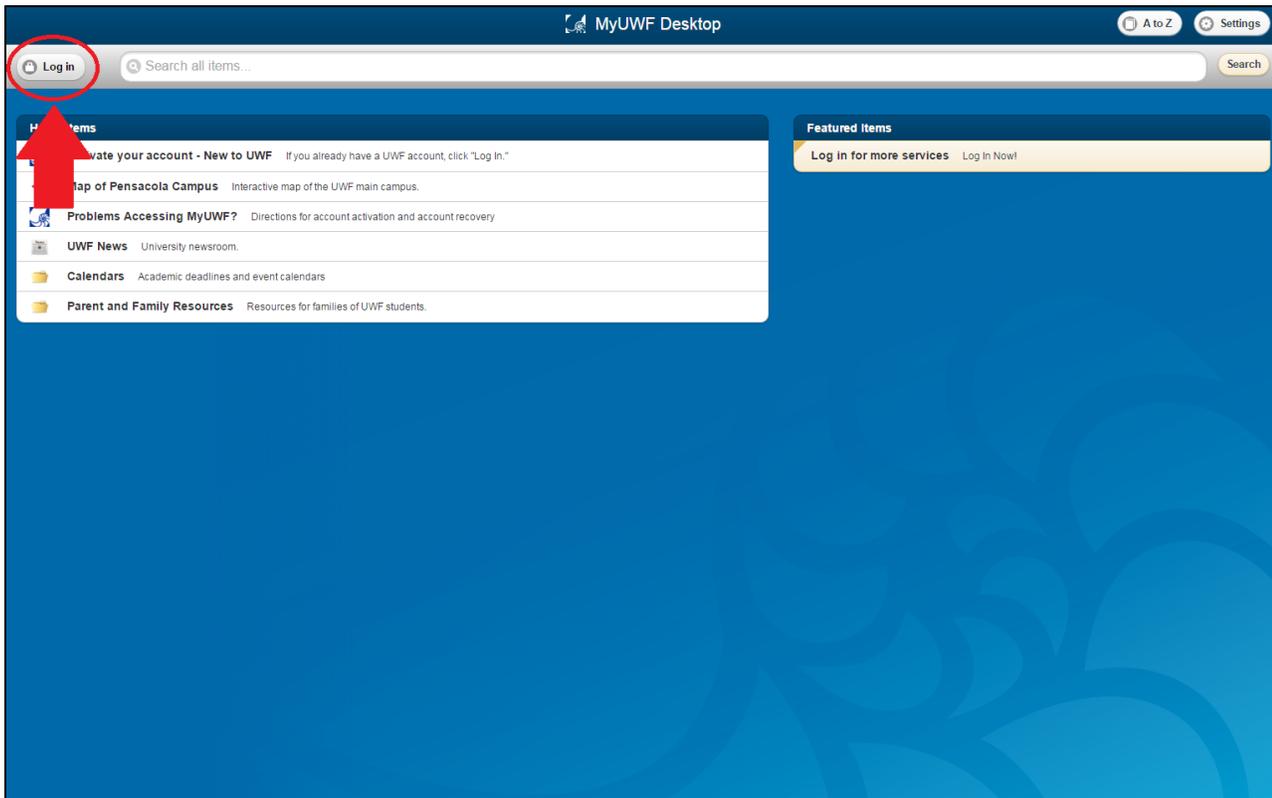
Please know that your username will stay the same. So if you set up an email alias, you'll still have to use your default ArgoNet username to log in to services such as MyUWF, eLearning, and ArgoAir.

Please visit [Recovering Your MyUWF/ArgoNet Username or Password](#) if you don't know your username.

Instructions

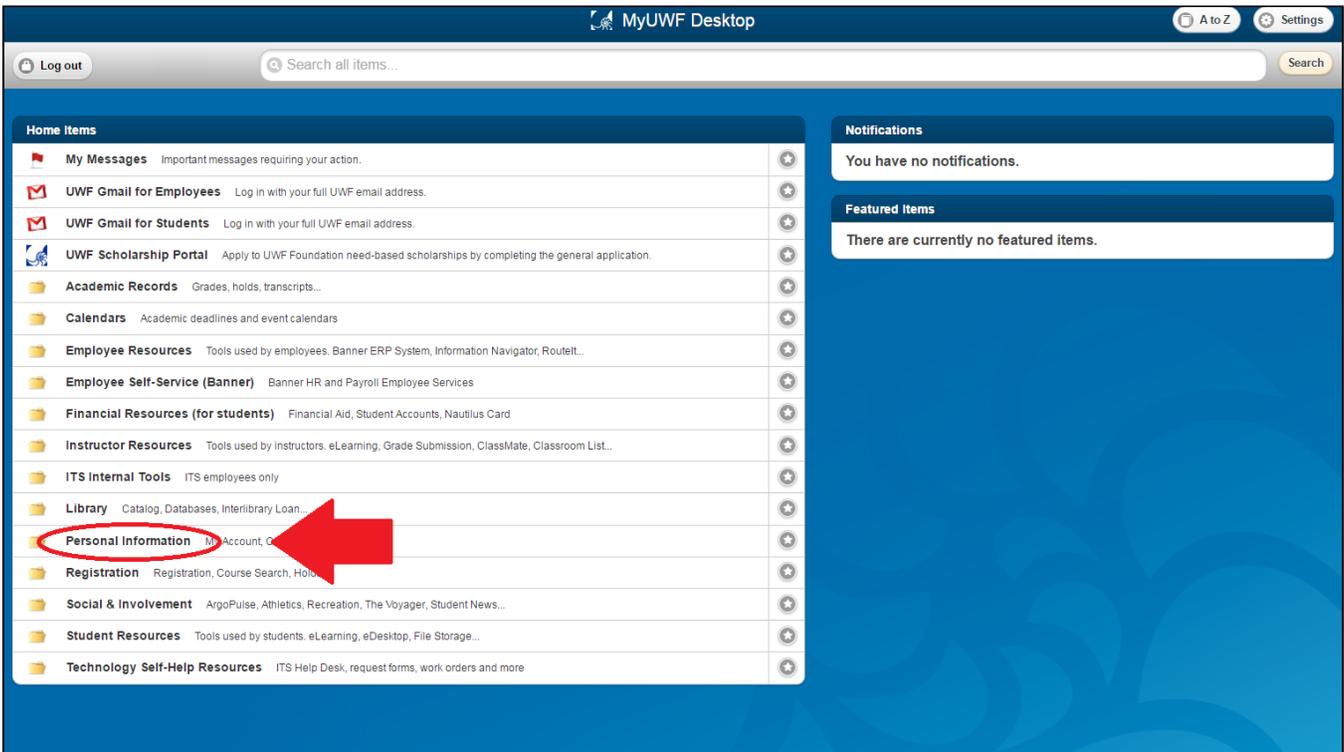
Step 1

Sign into [MyUWF](#) using your ArgoNet account credentials.



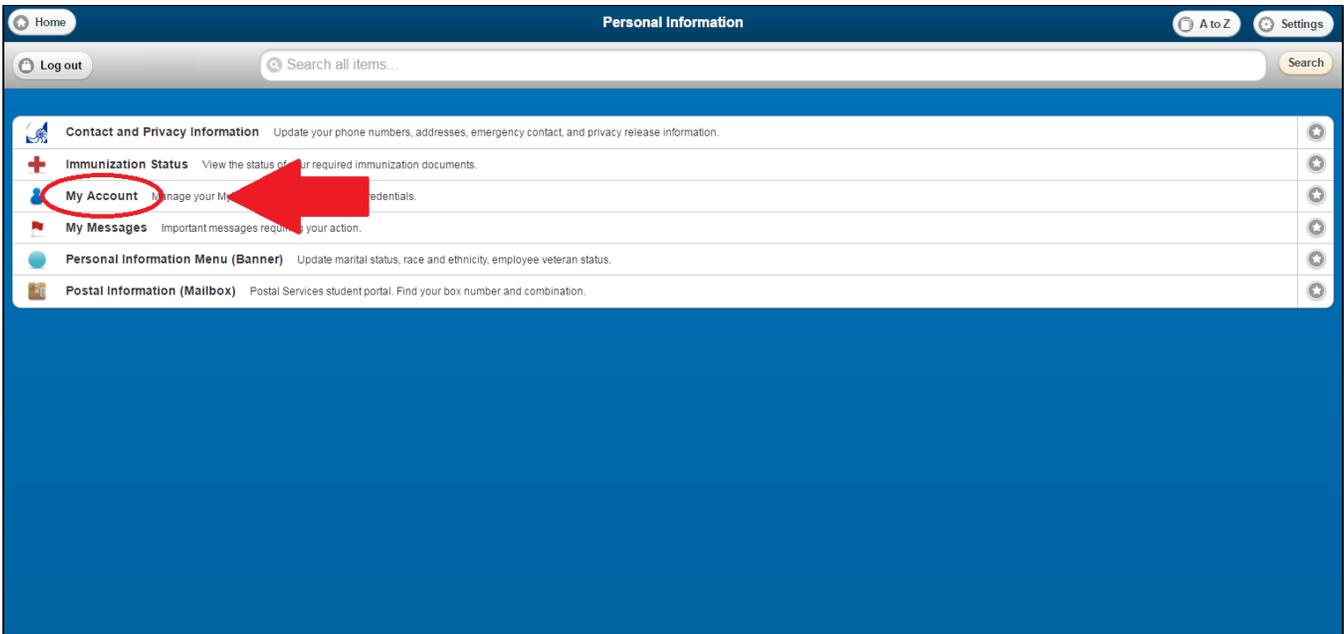
Step 2

Select the **Personal Information** folder on the MyUWF Desktop.



Step 3

Select the **My Account** application.



Step 4

Click on **Set Email Alias**.

The screenshot shows the 'My Account' page with a blue header containing 'My Account', 'Home', and 'My Account' links, and a gear icon. The main content area is divided into several sections:

- Argonet Account:** Includes a 'Working with:' dropdown menu, a paragraph about managing accounts, a password expiration notice ('Password expires in 163 days'), and links for 'Change Password' and 'Update Security Questions'.
- Services Available:** Lists services accessible to the account: MyUWF, Web Publishing, File Storage, ArgoAir Wireless, and UWF Computer Labs.
- Email Options:** Shows 'Current official email address:', 'External email address:', and a link 'Set Email Alias' which is circled in red. A large red arrow points to this link. Below it is a link for 'Update External Email address'.
- Your UWF ID:** Explains that the UWF ID is a unique number for records in UWF systems.
- MyUWF Roles:** States that the role determines access in MyUWF and lists 'Assigned Roles'.
- Usage Agreements:** Mentions that the account is governed by the UWF Computing Resources Usage Agreement.

Step 5

Select an alias from the dropdown menu and click the **Save** button. Once you click save, it may take a few minutes for the account to become available to add in Gmail (steps 6-10 below).

The screenshot shows the 'Email Options' page with a blue header. The breadcrumb trail is 'Home / Email Options'. The main heading is 'Email Options'. Below the heading, there is a message: 'There is no alias set for this account.' To the right, there is explanatory text: 'You can choose one alias for your UWF email address. Selecting an alias will not change your username or email address. Please visit [Setting an Alias for an Account](#) for instructions to set an alias.'

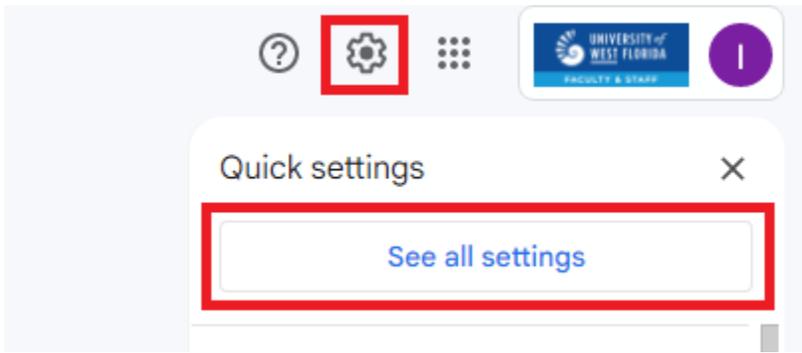
The form includes a 'Select an alias' label, a dropdown menu with 'Choose one...' selected, and a 'Save' button. A large red arrow points upwards towards the 'Save' button.

Step 6

Log in to your official [UWF Gmail account](#).

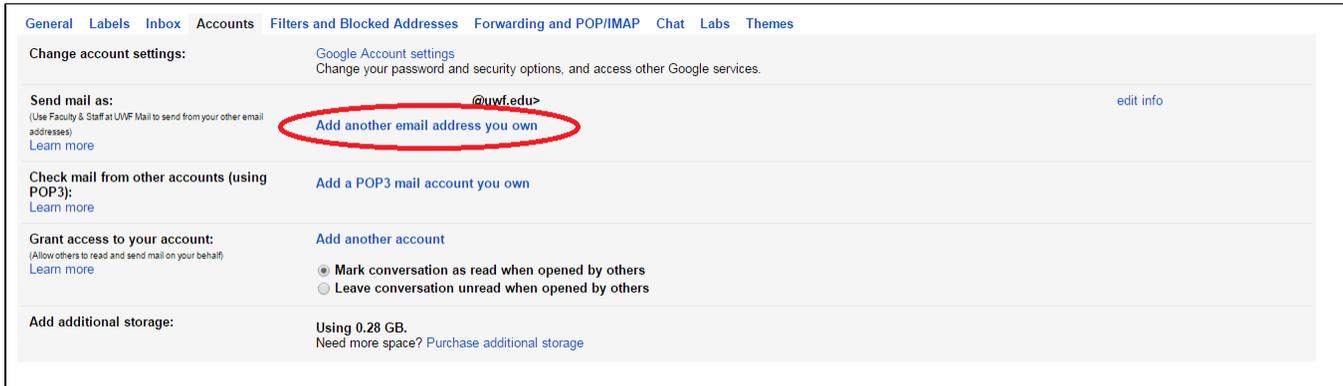
Step 7

Go to the Gear in the upper-right hand corner, and select **See all Settings**.



Step 8

In the **Accounts** tab, select **Add another email address you own**.



Step 9

In the pop-up box, type in the alias you saved on your account in the **Email address** section. Click **Next Step** after this information is entered.

Add another email address you own

Enter information about your other email address.
(your name and email address will be shown on mail you send)

Name: ←

Email address: ←

Treat as an alias. [Learn more](#)
[Specify a different "reply-to" address](#) (optional)



The pop-up box may state that you need a verification code in order to apply the alias. Click the **Send Verification** option to send an email to your official UWF email with a verification code.

Step 10

The pop-up box will close. Your alias will be displayed under your email address in the **Send mail as** section. Select the **make default** option next to the alias.

The screenshot shows the Gmail account settings page. At the top, there are navigation tabs: General, Labels, Inbox, Accounts, Filters and Blocked Addresses, Forwarding and POP/IMAP, Chat, Labs, and Themes. The 'Send mail as' section is highlighted. It shows the current email address 'r@uwf.edu' and a new alias '@uwf.edu'. The 'make default' button for the alias is circled in red, and a red arrow points to it. Other options include 'Add another email address you own', 'When replying to a message' (with radio buttons for 'Reply from the same address the message was sent to' and 'Always reply from default address (currently)'), 'Check mail from other accounts (using POP3)', 'Grant access to your account', and 'Add additional storage'.

Step 11

Your emails will now be sent from the alias. Please contact the ITS Help Desk via an [IT Help Request](#) to have the alias set as your official email address in all UWF systems. After the change is made by ITS, you may verify the address that is listed as your official UWF email address from the My Account app in MyUWF.

The screenshot shows the 'Email Options' section in the MyUWF app. It displays two fields: 'Current official email address' and 'External email address'. Both fields are redacted with black boxes. A red arrow points to the 'Current official email address' field. Below the fields are two buttons: 'Set Email Alias' and 'Update External Email address'.

Step 12

If you send email from your smartphone or tablet, please make sure you use the Gmail app for IOS or Android. Once you have installed the Gmail app on your mobile device you may setup your account using your original email account (not the alias) credentials. The alias will automatically be set as the default account once the account is setup if the steps above have been completed.

(850) 474-2075
helpdesk@uwf.edu