

# How to Send Mails using your IEEE email alias

Prerequisites:

- Registered IEEE mail alias.
- Existing mail account(Preferably Gmail/hotmail)

## ***For Gmail users:***

### **Step 1:**

Go to: <http://www.gmail.com>

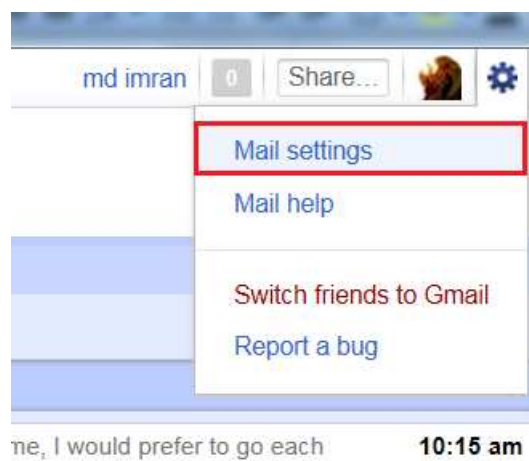
Login to your account

### **Step 2:**

Click the small gear like button on the top-right corner of the page.



A drop down will appear, click “Mail Settings”.

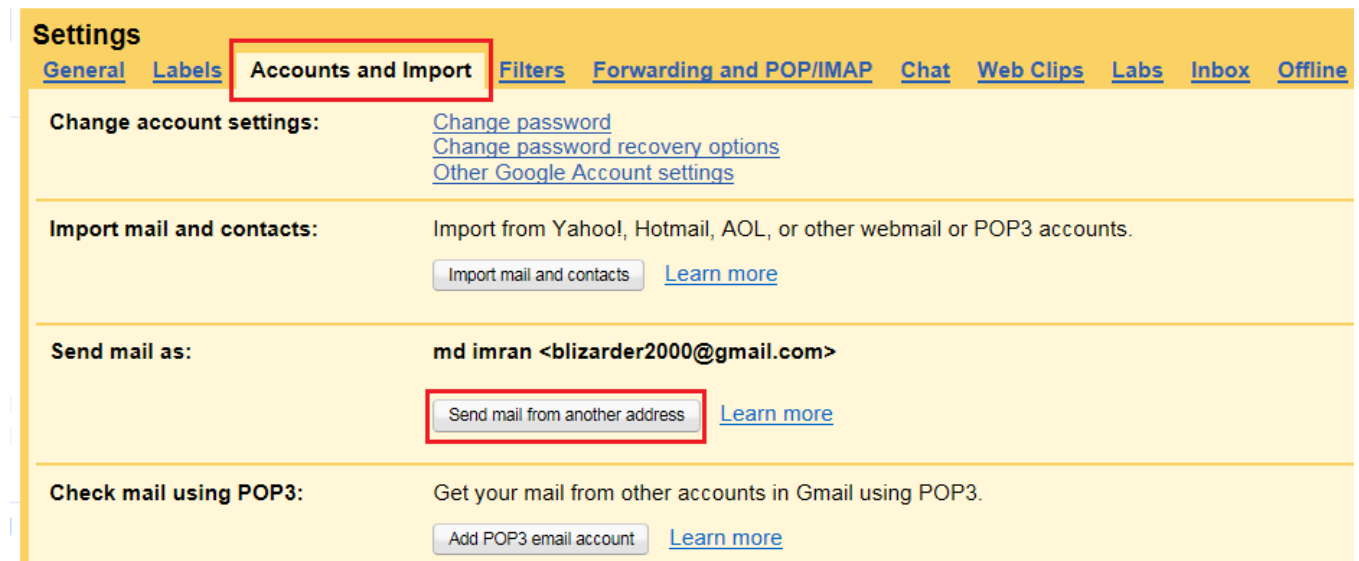


This will navigate you to a new page.

### Step 3:

Click the “Accounts and Import” tab button.

Click the “Send mail from another address” button.



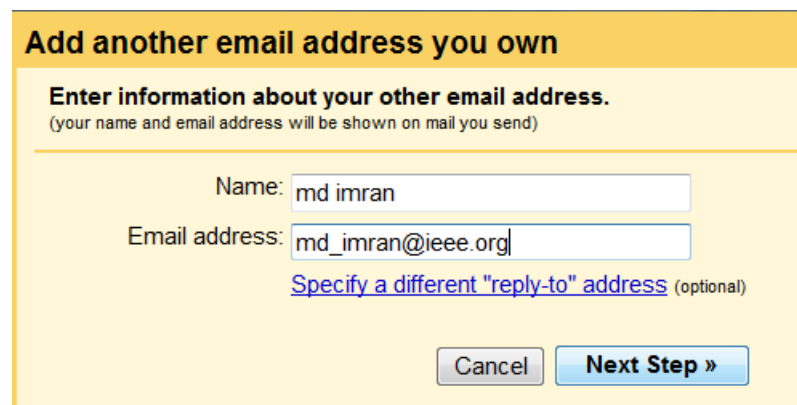
The screenshot shows the Gmail Settings page with the 'Accounts and Import' tab selected. The 'Send mail as' section shows 'md imran <blizarder2000@gmail.com>' and a button labeled 'Send mail from another address' which is highlighted with a red box. Other sections include 'Change account settings', 'Import mail and contacts', and 'Check mail using POP3'.

A pop up will appear.

### Step 4:

Enter your registered IEEE email alias id into the Email address text box.

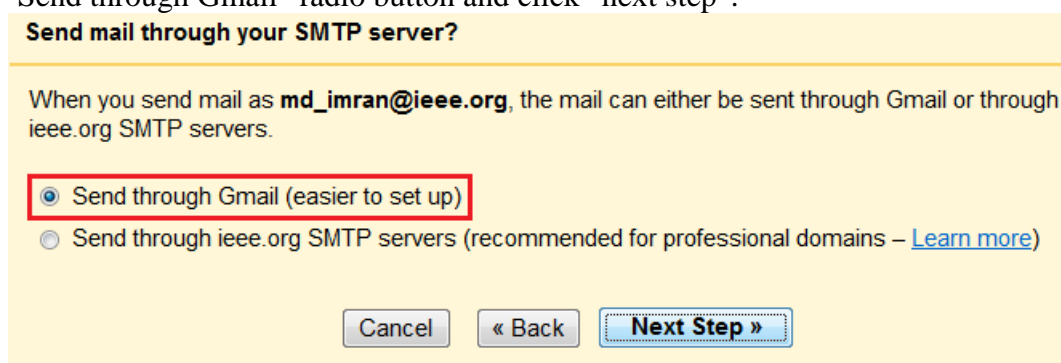
Click “Next Step”



The screenshot shows a pop-up window titled 'Add another email address you own'. It contains a form with 'Name' (md imran) and 'Email address' (md\_imran@ieee.org) fields. A link for 'Specify a different "reply-to" address' is also present. At the bottom are 'Cancel' and 'Next Step »' buttons.

### Step 5:

Check the “Send through Gmail” radio button and click “next step”.



The screenshot shows a dialog box titled 'Send mail through your SMTP server?'. It explains that mail can be sent through Gmail or IEEE.org SMTP servers. The 'Send through Gmail (easier to set up)' radio button is selected and highlighted with a red box. The 'Next Step »' button is also highlighted with a dashed border. Other buttons include 'Cancel' and '« Back'.

## Step 6:

Click the “Send Verification” button. You will receive an email to your registered IEEE email alias forwarding account.

**Verify your email address**

Before you can send mail as **md\_imran@ieee.org**, we need to verify that you own this email address. To perform the verification click "Send Verification". We will then send an email to md\_imran@ieee.org with instructions on how to verify your address.

## Step 7:

Go to your email account and upon the verification mail, copy the confirmation code and paste into the textbox and click verify.

An email with a confirmation code was sent to **md\_imran@ieee.org**. [\[Resend email\]](#)  
To add your email address, do one of the following:

Click on the link in the confirmation email **OR** Enter and verify the confirmation code

[Close window](#)

That's it, you are done.

Now to send a mail using your IEEE mail alias, while composing mail just click the “*from*” dropdown menu and select your ieee mail id.

**From:** md imran <blizarder2000@gmail.com> ▼

**To:** md imran <blizarder2000@gmail.com>  
md imran <md\_imran@ieee.org>

[Add Cc](#) | [Add Bcc](#)

**Subject:**

[Attach a file](#)

अ ▼ **B** *I* U *F* *tT* *T* [« Plain Text](#)

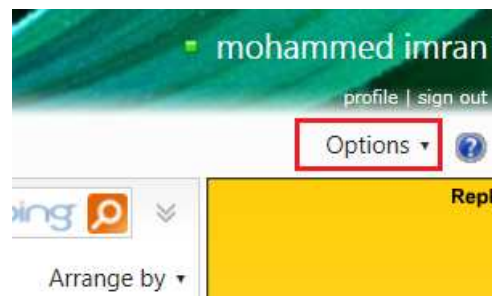
## ***For Windows Live/Hotmail users:***

### **Step 1:**

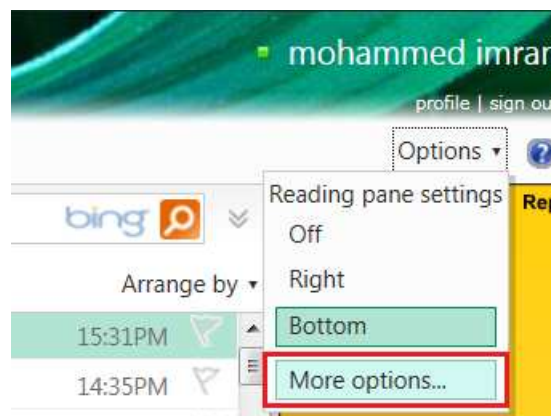
Login to your Windows Live/Hotmail account and navigate to your Inbox.

### **Step 2:**

Click the “Options” button on the top-right side of the page.



A drop down will appear, Click “More Options”



### **Step 3:**

A new page will load, Click the “Sending/receiving email from other accounts” link.

<b>Managing your account</b> <ul style="list-style-type: none"><li>Account details (password, aliases, time zone)</li><li><b><u><a href="#">Sending/receiving email from other accounts</a></u></b></li><li>Email forwarding</li><li>Sending automated vacation replies</li><li>POP and deleting downloaded messages</li></ul>	<b>Preventing junk email</b> <ul style="list-style-type: none"><li>Filters and reporting</li><li>Safe and blocked senders</li></ul>
<b>Writing email</b> <ul style="list-style-type: none"><li>Message font and signature</li><li>Reply-to address</li><li>Saving sent messages</li></ul>	<b>Customizing Hotmail</b> <ul style="list-style-type: none"><li>Advanced privacy settings</li><li>Themes</li><li>Language</li><li>Keyboard shortcuts</li><li>Rules for sorting new messages</li><li>Windows Live Home settings</li></ul>

#### Step 4:

Click the “Add another account to send mail from” link at the bottom of the page.

##### You can send mail from these accounts

When you compose a new message, you can choose to send it from any of the accounts listed below.

Email account		
md_imran@live.in	(default 'From' address)	
blizarder2000@gmail.com	Use as default	Remove
md_imran@computer.org	Use as default	Remove

[Add another account to send mail from](#)

#### Step 5:

Enter your IEEE email alias in the provided text box and click “Send verification email”.

##### Add an address to send mail from

Before you can use another account with Windows Live Hotmail, you must verify that it belongs to you and follow the instructions in that email.

Add an email address:

md\_imran@ieee.org

Example: name@example.com

[Send verification email](#)

[Cancel](#)

#### Step 6:

You will receive an email, open it and click the verification link provided within the email to verify the mail address.

Inbox

Search email

bing

Show: **All** | Unread | From contacts | Social updates | From groups | Everything else «

Arrange by

mohammed imran

Windows Live Hotmail: Verify your email address

15:56PM

Gmail Team

Gmail Confirmation - Send Mail as md\_imran@ieee.org

15:31PM

Alias Registrar

Alias: [md\_imran/MD.IMRAN] Registered!

14:35PM

Alias Registrar

Alias-Deletion: [md\_imran/MD.IMRAN] Processed!

14:20PM

2730 messages

Page 1 | Go to

mohammed imran

To md\_imran@ieee.org

15:56PM

Reply

### Verify that you own this email address

You have set up your Windows Live Hotmail account to send messages from this email address. By adding this address, you'll be able to write messages and send them from this Windows Live Hotmail account:

**md\_imran@ieee.org**

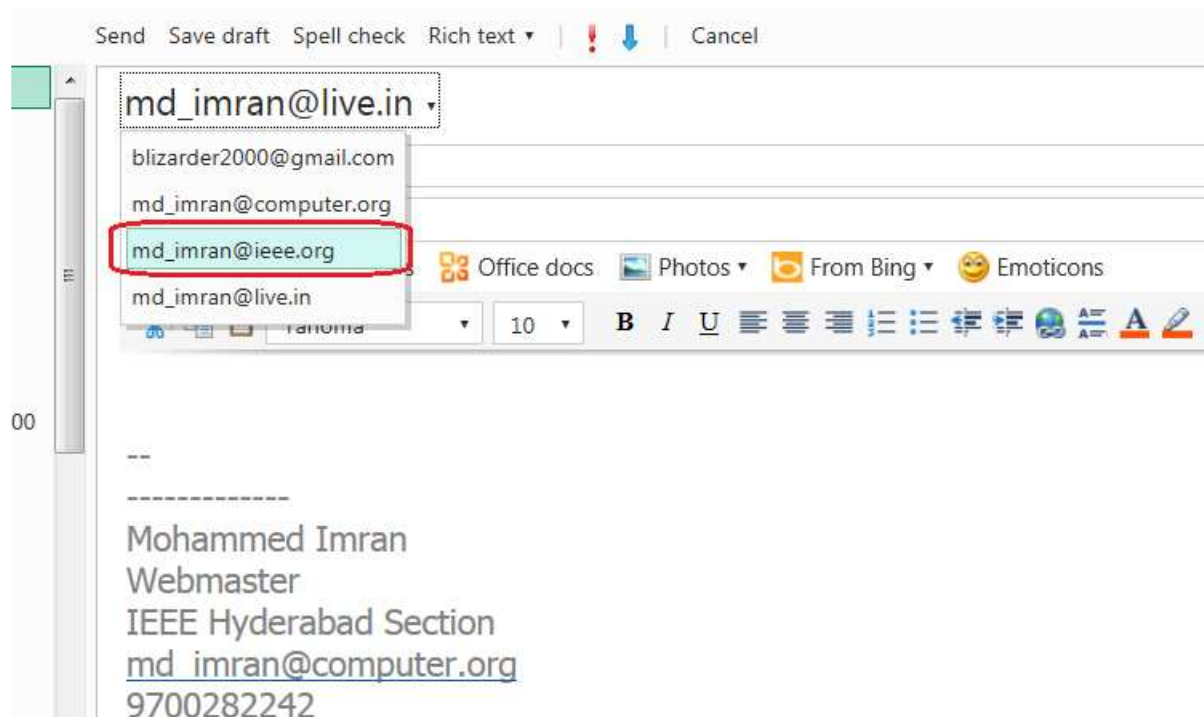
1. To verify that you own this account and want to send messages from it, click the link below:

[http://sn111w.snt111.mail.live.com?n=1626374366&rru=confirmsendasaddress%3fconfirm%3d1%26id%3dd4d4bfa6-04d4-411a-b975-dd567e9ef7b1%26h%3d01\\_4f06c636a04bc7cda5eb12a12acc25475c534ea2447ae68e6462881267700e25%26sid%3d14e9e5d7-b058-44f0-b850-98498b35e31c%26sh%3d01\\_2d544ac6af627a59b7b5d1a3b5e4fea0d4a6ed743d6a2c65c9813ff6c86bb68b](http://sn111w.snt111.mail.live.com?n=1626374366&rru=confirmsendasaddress%3fconfirm%3d1%26id%3dd4d4bfa6-04d4-411a-b975-dd567e9ef7b1%26h%3d01_4f06c636a04bc7cda5eb12a12acc25475c534ea2447ae68e6462881267700e25%26sid%3d14e9e5d7-b058-44f0-b850-98498b35e31c%26sh%3d01_2d544ac6af627a59b7b5d1a3b5e4fea0d4a6ed743d6a2c65c9813ff6c86bb68b)

### Step 7:

That's it, you are done.

Now while composing a new mail, just click your default mail id to choose your IEEE mail id to send it with the mail alias.



### Yahoo Mail users:

I don't have/use a yahoo mail account.

So all the yahoo folks out there either switch to Gmail/Hotmail or figure it out on your own(again Google will be a great help)

Cheers,  
Mohammed Imran  
IEEE Hyderabad Section