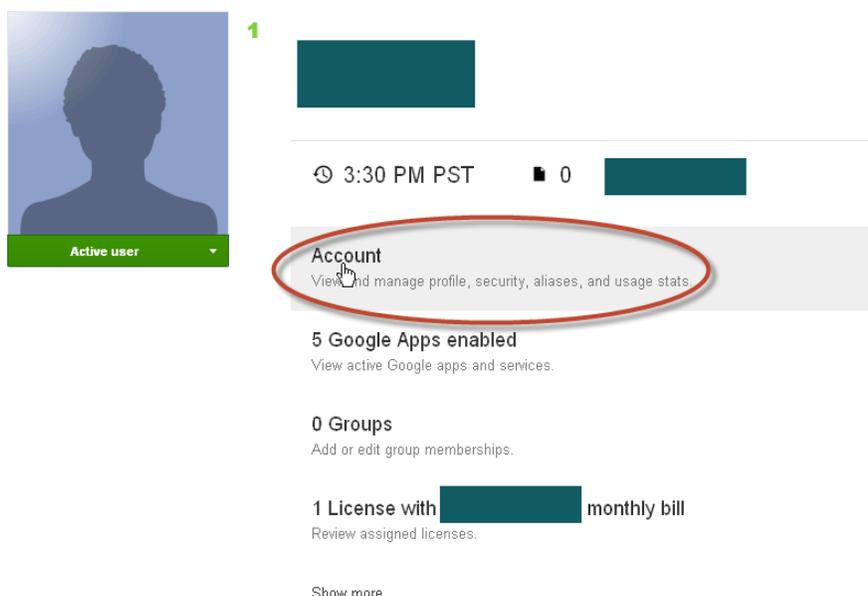


Creating Aliases to be used as Identities in Google using IMAP.

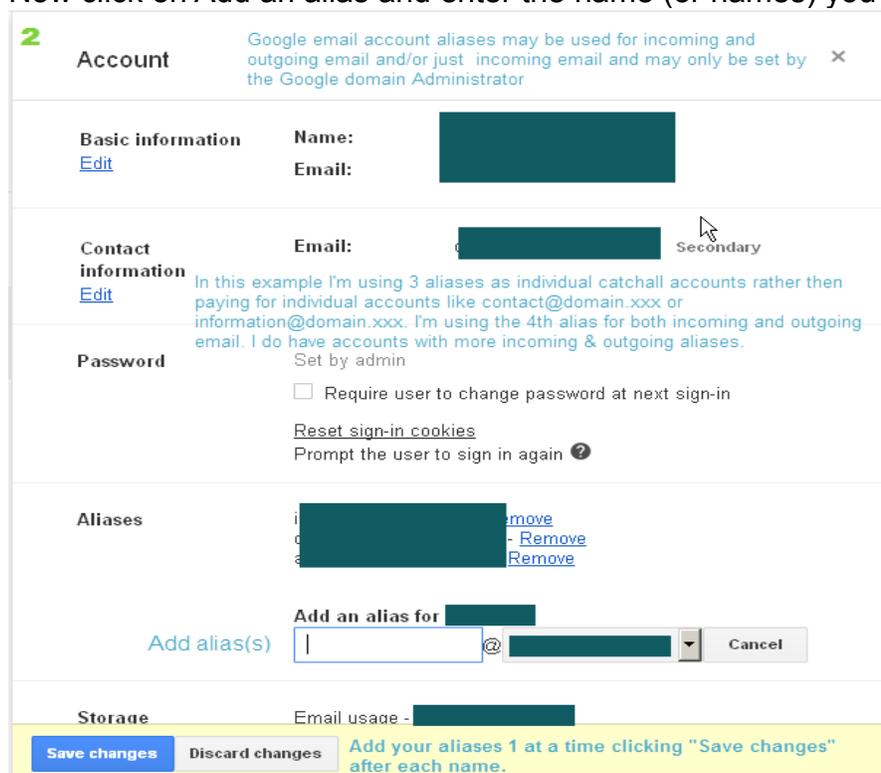
Aliases may only be created for a Google Apps account and then only by the administrator.

Once logged into the Admin console the administrator clicks on Users then clicks on the name of the user's account.

Click on the first option which is Account (View and manage profile, security, aliases, and usage stats.)



Now click on Add an alias and enter the name (or names) you wish to use.



Once you have finished sign out of the administrators account and sign into the user's account. Once you're in Mail click on the Gear on the right side for Settings and select settings and click on Accounts.

Settings **3** [Login to the email account, go to Settings select Accounts and click on "Add another email address you own"](#)

[General](#) [Labels](#) [Inbox](#) **Accounts** [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Labs](#) [Offline](#)

Change account settings: [Google Account settings](#)
Change your password and security options, and access other Google services.

Send mail as: [edit info](#)
(Use Not TheCounterBurger.com Mail to send from your other email addresses)
[Add another email address you own](#)

Check mail from other accounts (using POP3): [Add a POP3 mail account you own](#)
[Learn more](#)

Need more for your business? Upgrade to Google Apps for Business and get 2x more email storage per user and customer support. [Free trial](#)

Not TheCounterBurger.com Mail - Add another email address you own - Mozilla Firefox

<https://mail.google.com/mail/u/0/?ui=2&ik=9cd884c0c1&view=cf&at=AF6bupPQTyHhCqewtufxRhdNqSj4>

Add another email address you own **4**

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)

Do not check the box indicated - Click Next Step

Edit email address **5**

Send mail through your SMTP server?

When you send mail as the mail can either be sent through My Mail or through SMTP servers.

Send through Mail (easier to set up) [Leave the default settings and click Save Changes](#)

Send through SMTP servers [Learn more](#)

You have now returned to your Accounts page

Settings 6

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs Offline

Change account settings: [Google Account settings](#)
Change your password and security options, and access other Google services.

Send mail as: [\(Use Not TheCounterBurger.com Mail to send from your other email addresses\)](#) [Learn more](#)

[Redacted] You should see 2 (or more) email address you may now use to send and receive email from. default edit info

Not an alias. ← **Be sure "Not an alias" is indicated here.** make default edit info delete

Add another email address you own Make sure you select "Reply from the same address the message was sent to" to avoid confusion!

When replying to a message:

Reply from the same address the message was sent to ←

Always reply from default address (currently [Redacted])

(Note: You can change the address at the time of your reply. [Learn more](#))

Check mail from other accounts (using POP3): [Add a POP3 mail account you own](#) [Learn more](#)

Need more for your business? Upgrade to Google Apps for Business and get 2x more email storage per user and customer support. [Free trial](#)

Now for the test

New Message 7

To

From C [Redacted] Cc Bcc

Subject G [Redacted]

A [Redacted]

↓ ←

To test click compose within your domain email account then click on the down arrow to the right of your default name and select the account name or alias you wish to use.

Now you may proceed to follow the Aqua Mail instructions.

If you are adding an identity to an account Do not "Configure outgoing server" it's not necessary you only need to configure for the main email account.

Note 1: If you have many accounts and use the same alias be sure to identify the account each alias is for. Ex: admin@domain1.xxx and admin@domain2.xxx

Note 2: You may also add identities to email clients like Thunderbird.

Note 3: You may also have separate signatures for each alias or it will default to the main account signature.

Send yourself an email from each alias and also reply to test.

Enjoy!