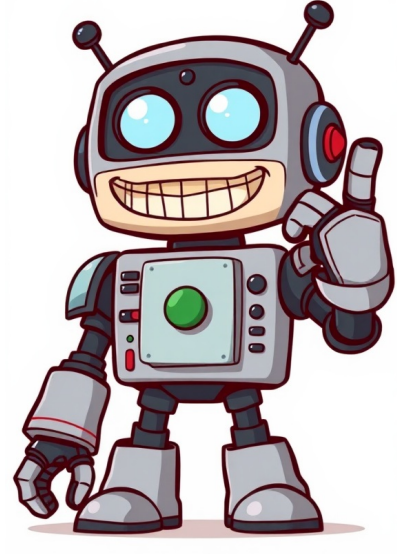


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My recipients see my Gmail address If your recipient uses Outlook or another mail service, they might see something like, "From yourname@gmail.com on behalf of othername@otherdomain.com." Your recipient might also see your original @gmail.com address If you: Remove an email address or alias If you don't wait to send emails from an alias or if the alias is invalid, you can remove the email or alias. If you send an email from an invalid alias, you get a bounce email. On your computer, open Gmail. At the top right, click Settings See all settings. Click the Accounts and import tab or Accounts tab. In the "Send mail as" section, next to the email address you want to remove, click Delete. Tip: If you get a bounce email from a valid email address and need to reverify it, you must delete the "Send mail as" email address then add it again. If you want to always send from your other address, you'll need to change both your default "From" and "reply-to" address. If you only change the "From" address, replies will go to your original Gmail address by default. Change default "From" address To always send email from a different address or alias: On your computer, open Gmail. In the top right, click Settings See all settings. Click the Accounts andimport or Accounts tab. In the "Send mail as" section to the right of the address you want to use, click Make default. Change default "reply-to" address When you send a message, replies will go to your original Gmail address by default. To choose a different address, follow these steps. On your computer, open Gmail. In the top right, click Settings See all settings. Click the Accounts and Import or Accounts tab. In the "Send mail as" section, click Edit info next to your email address. Click Specify a different "reply to" address. Add a reply-to address. If necessary, clickNext Step. Click Save Changes. "Couldn't reach server," "TLS Negotiation failed" error If you see one of these error messages, you might need to select a different port number and authentication type. Make sure you have used the correct outgoing mail server for your provider. You might need to contact your third party email provider for the correct settings. Select a secured connection Check with your other mail service for their recommended port number, authentication type, or outgoing mail server. Make sure your third party provider supports SSL or TLS with a valid certificate. Here are some common combinations: SSL with port 465 TLS with port 25 or 587 My other mail serv doesn't support SSL or TLS We recommend you send your email over a secure (encrypted) connection. However, if your other mail service doesn't support these secured connections or doesn't use a valid certificate,you can choose port 25, then select the Unsecured connection option that appears. If you do this, your information won't be encrypted for your protection. Use Gmail aliases Filter using your Gmail alias An easy way to sort your email is to add categories after your username. For example, messages sent to the following aliases will all go to janedoe@gmail.com: janedoe+school@gmail.com janedoe+notes@gmail.com janedoe+important.emails@gmail.com Think of how you want to sort your email, then choose an alias for each category. For example: Use yourname+work@gmail.com for work emails. Use yourname+news@gmail.com to sign up for newsletters. Use yourname+shopping@gmail.com to create an account with an online retailer. Create filters to take automatic actions, like: Adding a label or a star Forwarding to another account Archiving or deleting Send from a work or school group alias If you use Gmail with your work or school account, you can send from a group alias.To receive the verification email to send from a group alias, you need to give delegates access to the group. Important: Aliases aren't private and sometimes they're visible to others. For example, if you search Gmail for messages from bill@school.edu, you might find messages from alias@school.edu. You'll need access to the group's permissions to change access for other members. Open Google Groups. Click My groups. Under the group name you want to send from, click Manage. On the left, click Permissions Posting permissions. In the "Post" section, click the Down arrow . Select Anyone on the web. Click Save. Tip:If "Anyone on the web" is not available in the group's permissions, your administrator might need to enable "Group owners can allow incoming email from outside the organization for your domain." Post to the help community Get answers from community members This guide helps you switch from Outlook to Gmail on computer. If you're switching to Gmail on mobile, or need detailed instructions for troubleshooting, visit these Gmail topics instead. 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Drag and drop the file into the body of your message. Open Gmail. Click Compose. Tick the boxes next to the messages that you want to attach and drag them to the new message window. Enter a recipient, subject and any message text. Click Send. On your computer, go to Gmail. Open the email. Click Reply . At the top right, click Open in a pop-up . From your inbox, select the email that you want to attach. Drag the email into the body of your message. At the bottom, click Send. Learn more at the Gmail Help Centre Choose delivery options Send now In Outlook: In the message window, click Send. Then click Send/ReceiveSend all. In Gmail: In the message window, click Send. Learn how On your computer, go to Gmail. At the top left, click Compose. In the 'To' field, add recipients. You can also add recipients in the 'cc' and 'bcc' fields. To hide a suggested recipient, right-click their profile photo and click Hide suggestion. To find a hidden suggested recipient, enter their name and click Show hidden suggestions. Add a subject. Write your message. When you compose a message, you can also add recipients if you enter a '+' sign or '@' mention and the contact's name in the text field. At the bottom of the message, click Send. Tip: To add individual recipients and groups of contacts that you've created with labels, click To:. Learn more at the Gmail Help Centre Send later In Outlook: In the message window, select OptionsDelay delivery. In Gmail: In the message window, click the down arrow next to Send, then click Schedule send. Learn how On your computer, go to Gmail. In the top left, click Compose. Create your email. At the bottom left, next to 'Send', click the down arrow . Click Schedule send. Tip: You can have up to 100 scheduled emails. Learn more at the Gmail Help Centre Send email to a group In Outlook: Use contact lists or mail merge. In Gmail: Use contact lists, groups or mail merge. 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