How do I setup my Gmail alias on an iOS device?

**Note**
If you want to send email from your iOS device using your University email alias you must manually setup an Other account using IMAP and SMTP. If you have already setup your email account you will need to delete it first.

**Tell Me**

1. **Enable IMAP** in your University Gmail account  
2. Go to the **Settings** app on your device  
3. Go to **Mail, Contacts, Calendars**  
4. If you already have the Gmail account setup on your phone, select it and tap **Delete Account**  
5. Now tap **Add Account** to setup  
6. Choose **Other**  
7. Choose **Add Mail Account**  
8. Enter your name, full University email address (not alias), NinerNET password, and description  
   a. A description is optional; something simple like UNCC is fine  
9. Tap **Next**  
10. Select **IMAP** for the account type and type the following in the appropriate section:  
   a. **Incoming Mail Server:** Host Name - *imap.gmail.com*  
   b. **User Name:** full University email address (not alias)  
   c. **Password:** NinerNET password  
   d. **Outgoing Mail Server:** Host Name - *smtp.gmail.com*  
   e. **User Name:** full University email address (not alias)  
   f. **Password:** NinerNET password  
11. Tap **Next**  
12. Choose to sync **Mail** and tap **Save**  
13. Select the account you just created and tap the **Account** field  
14. Tap the **Email** field  
15. Tap **Add Another Email...** type in your email alias and tap the **Return** button on your keyboard  
16. Once the alias is added, you can tap on the email address you wish to send from by default when using your UNCC account and a check mark will be listed beside it  
17. Tap the back button in the upper left hand corner of the window and then click **Done**

**Adding Calendar**

IF you want to also sync your calendar, follow the steps in this FAQ and select calendar/contacts (do not select to sync mail).

**Related FAQs**

- How do I search for emails from someone who has a regular email address and an alias?  
- How do I setup my Gmail alias on an iOS device?  
- How do I setup my University signature in Gmail?  
- How do I set up Gmail to send from my preferred/alias email address?  
- How do faculty and staff request an email alias?