Sending Email from UAlbany Mail account with Gmail

As of August 4, 2020, this process no longer works, as basic authentication (used for POP and SMTP settings in Gmail) has been retired. See more at Basic Authentication: What You Need to Know.

If you want to send email using Gmail and have it come from your UAlbany Mail email address, follow these instructions:

1. Sign into your Gmail account and click the gear icon > Settings.

2. Click Accounts and Import and then Add another email address you own.
3. Enter your name and full UAlbany Mail email address and click Next Step.

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: Your Name
Email address: alias@albany.edu

Treat as an alias. Learn more
Specify a different “reply-to” address (optional)

4. Enter smtp.office365.com as the SMTP Server, choose port 587, and TLS encryption. Enter your full UAlbany Mail email address and password, and then click Add Account.

If you have 2-step login enabled on your account, you will need to use an app password instead of your usual UAlbany password.

If the server does not work, open a command prompt in Windows and ping smtp.office365.com. Use the server that responds as the SMTP server.

5. Confirm your account via the e-mail and code that Gmail sends to your UAlbany Mail account.
Need more help? Contact the ITS Service Desk.