



euroaviainternational



EUROAVIA e-mail Alias in Gmail

Information Technology Working Group



Introduction

This guide will show you how to use your Gmail web interface to send e-mails as if you were sending them from set the automatic forwarding of all emails sent to your @euroavia.eu account to another account of your choice.

1. Login

Go to <http://office365.euroavia.eu>, fill in your details and click on *Sign in*.

User ID: **your EUROAVIA email address**

Password: **your password**

2. Go to Options

In the top right part of the window, click on the gear icon at the right of your name and then on *Options*.

3. Find your SMTP server

Click on *Settings for POP or IMAP access...* and take note of the *SMTP server, Port and Encryption method*.

Photo

General

Display name: [REDACTED]

User ID: [REDACTED]

Mailbox Usage

972.73 MB used. At 49.5 GB you won't be able to send mail.

contact numbers

Work phone: [REDACTED]

Mobile phone: [REDACTED]

[Settings for POP or IMAP access...](#)

[Edit information...](#)

Settings for POP or IMAP Access - Google Chrome

<https://outlook.office365.com/ecp/PersonalSettings/ProtocolSettings>

[REDACTED] Help

Use the information on this page if you need to use POP or IMAP to connect to your mailbox.

POP setting

Server name: outlook.office365.com
Port: 995
Encryption method: SSL

IMAP setting

Server name: outlook.office365.com
Port: 993
Encryption method: SSL

SMTP setting

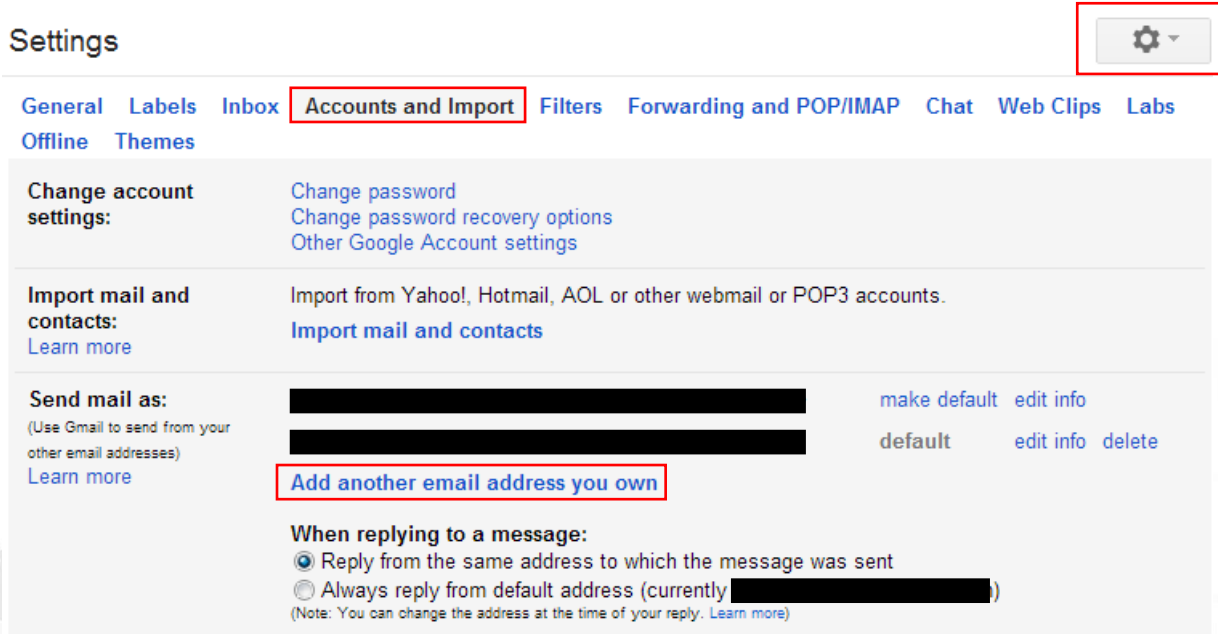
Server name: smtp.office365.com
Port: 587
Encryption method: TLS

close



4. Go to Gmail Settings – Accounts and Import

Login in your Gmail account and go to *Settings* clicking on the gear in the top right part of the window. Then, click on *Accounts and Import* and finally on *Add another email address you own*.

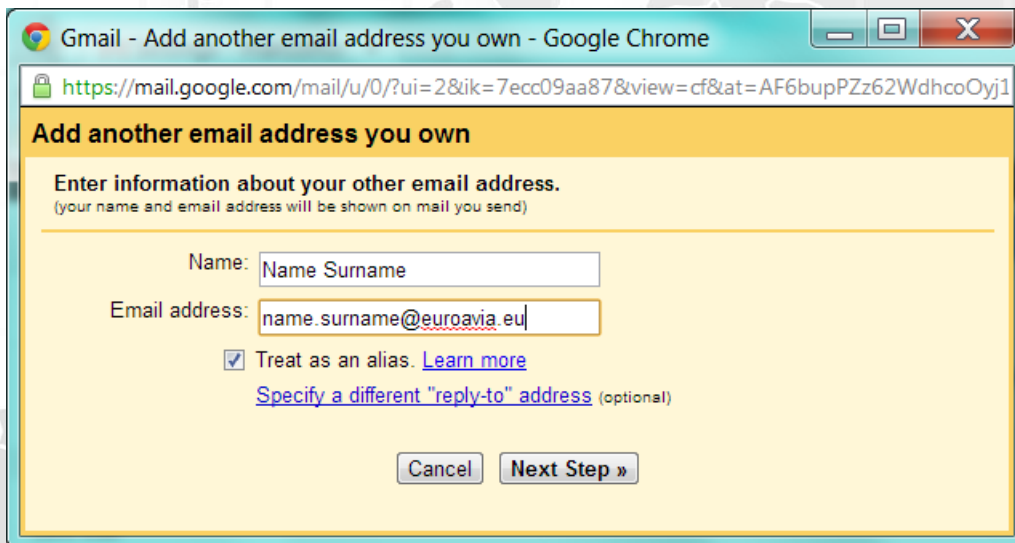


5. Fill in your EUROAVIA details

Insert your details:

Name: **Your Full name**

Email address: **your EUROAVIA email address**



6. Configure the SMTP Server

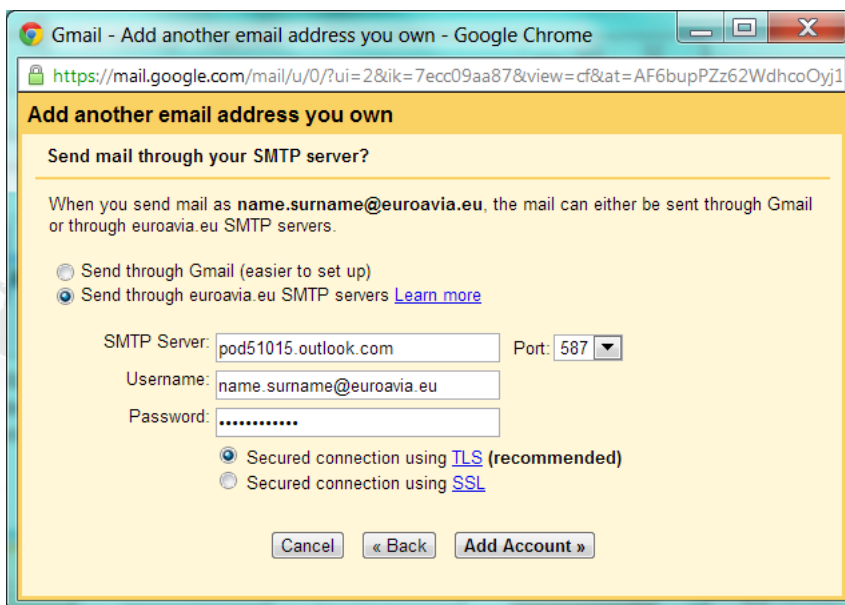
Check the box *Send through euroavia.eu SMTP servers* and fill in the following details:

SMTP Server: **the SMTP Server found at Step 4**

Username: **your EUROAVIA email address**

Password: **Your password**

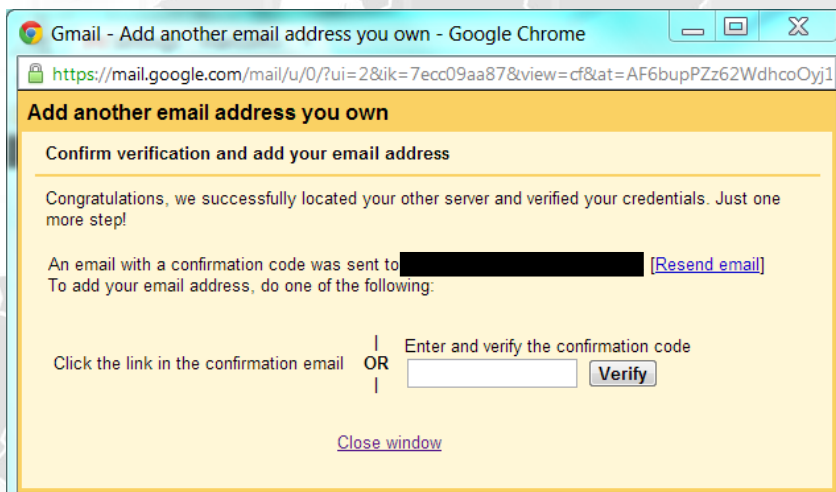
Click on *Add Account*



The screenshot shows the Gmail interface for adding a new email account. The title is "Add another email address you own". Below the title, there is a section "Send mail through your SMTP server?". A message explains that mail for "name.surname@euroavia.eu" can be sent through Gmail or euroavia.eu SMTP servers. Two radio buttons are present: "Send through Gmail (easier to set up)" and "Send through euroavia.eu SMTP servers [Learn more](#)". The second option is selected. Below this, there are input fields for "SMTP Server" (containing "pod51015.outlook.com"), "Port" (a dropdown menu showing "587"), "Username" (containing "name.surname@euroavia.eu"), and "Password" (masked with dots). There are also two radio buttons for "Secured connection using [TLS \(recommended\)](#)" (selected) and "Secured connection using [SSL](#)". At the bottom, there are three buttons: "Cancel", "« Back", and "Add Account »".

7. Verification

Insert the verification code that Gmail has sent to your EUROAVIA e-mail address and you are done!



The screenshot shows the Gmail interface for adding a new email account, now at the verification step. The title is "Add another email address you own". Below the title, there is a section "Confirm verification and add your email address". A message says "Congratulations, we successfully located your other server and verified your credentials. Just one more step!". Below this, it says "An email with a confirmation code was sent to [redacted] [\[Resend email\]](#)". It then says "To add your email address, do one of the following:". There are two options: "Click the link in the confirmation email" and "Enter and verify the confirmation code". The second option is selected, and there is an input field for the code and a "Verify" button. At the bottom, there is a link "Close window".