District 90 Email Alias Setup Guide

Contents

Introduction

The following is a step-by-step guide on how to set up a new Toastmasters Club or District officer email address from your existing email account. This is called an **email alias**. The result is that you will have two email addresses to **send emails from**:

- Your existing personal email address (e.g. myusername@XXX) – emails will look like they come from you personally

  where [XXX](#) is the name of the email application, including gmail.com, outlook.com, hotmail.com, yahoo.com, etc.

- Your new alias (e.g. d90demo@d90toastmasters.org.au) – emails will look like they come from you as the (hypothetical) D90 Demo District officer.

What this means in practice is that, if someone **sends** an email:

- To myusername@XXX, you can **reply** to it as d90demo@d90toastmasters.org.au.

- To d90demo@d90toastmasters.org.au, you can **reply** to it as d90demo@d90toastmasters.org.au.
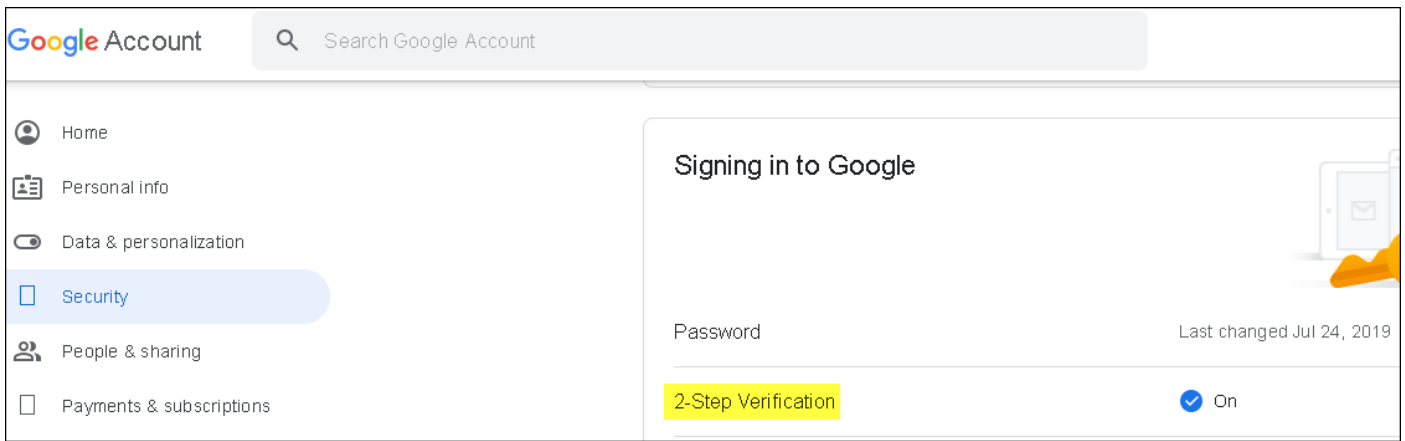
> **Note**: This guide covers Gmail in detail and other applications briefly.

Gmail alias setup on the web

To add an email alias (from Gmail on the web):

Prerequisites

- In Gmail, **2-Step Verification** must be **On** before you begin to add a new email address.

Setting up your alias

The following steps show the most logical order to set up your new Club or District officer email address.

Follow these steps:

1. Log on to your Gmail.

Go to your Google account page

> **Note**: You must go to your Google Account page to create a new app password for the new Club or District officer email address you will create. This new app password is different from your personal Gmail password – it is required by Gmail for security reasons.
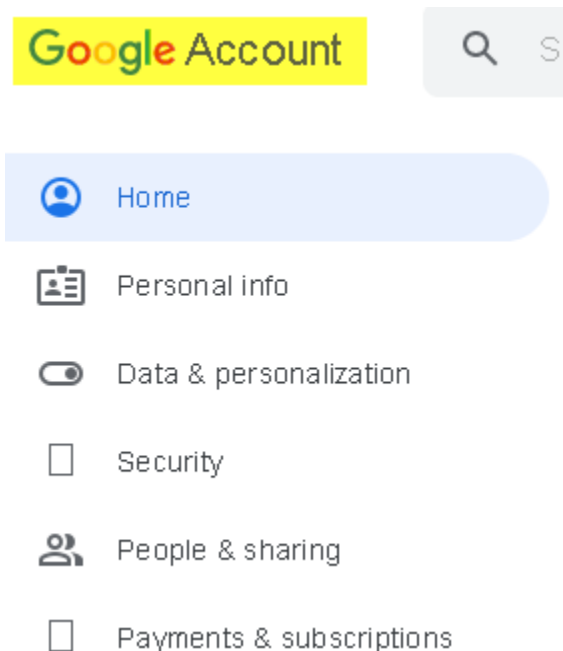
2. Move your mouse pointer up to the top right hand corner of the screen, and hover over the letter that is displayed.

3. Click the letter and move the pointer down to "Manage your Google Account".
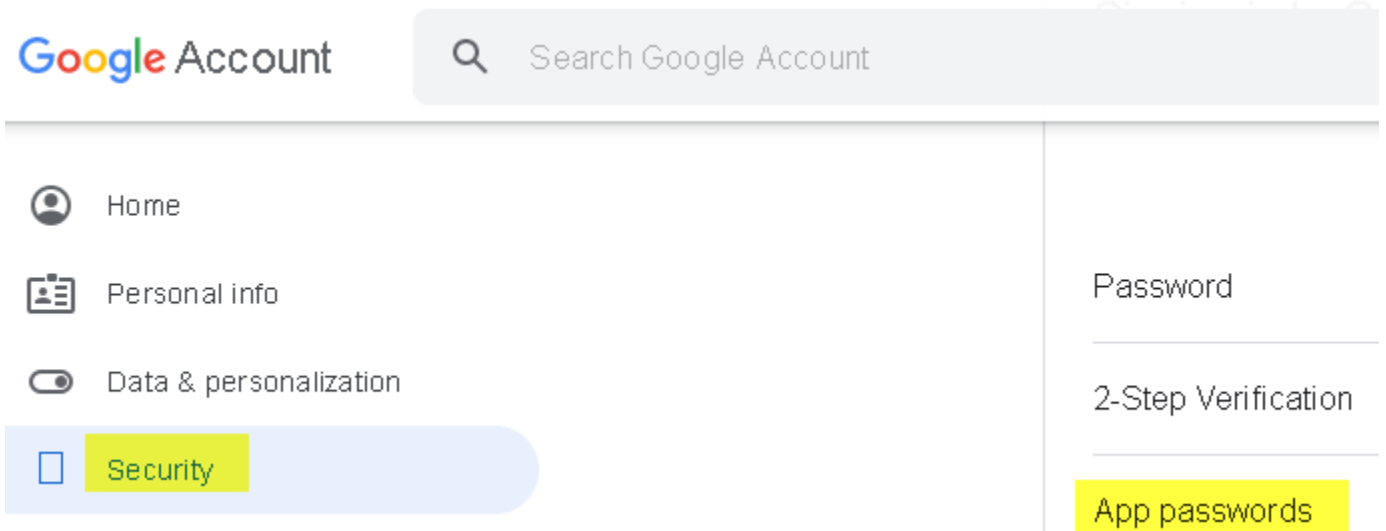

4. Click "Manage your Google Account". The Google Account page displays.

Generate the app password

5. Click "Security", scroll down the page, and then click "App passwords". For extra security, Google may ask you to re-enter your personal Gmail password. If so, re-enter the password.
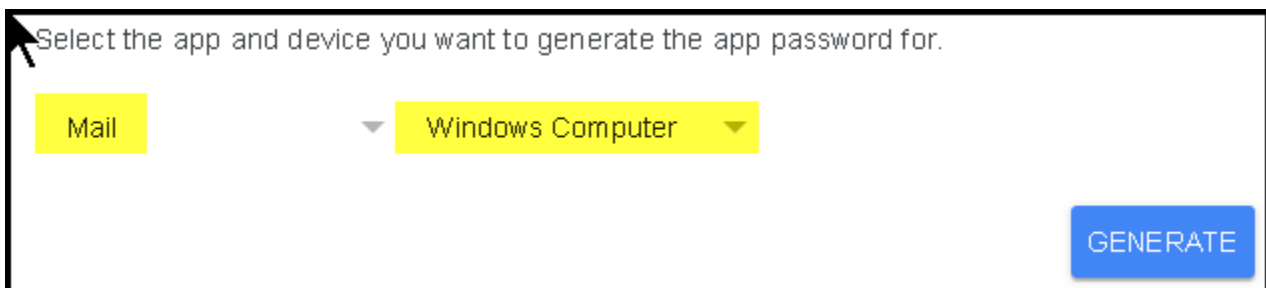

6. Click "Next" and the App passwords page displays.

7. Select the Gmail app you want to use (**Mail**) and the device you want to use (e.g. **iPhone**, **Windows computer**, etc.). If you have more than one device, select the one you will mostly use.

8. Click the "Generate" button. The following screen displays your app password.

9. **Save the password** (e.g. "abcdefghijklmnop"). **You will need the password later in these steps**. Click "DONE". The "App passwords" page displays again.

Note: You must now return to your Gmail to create the new Club or District officer email address.
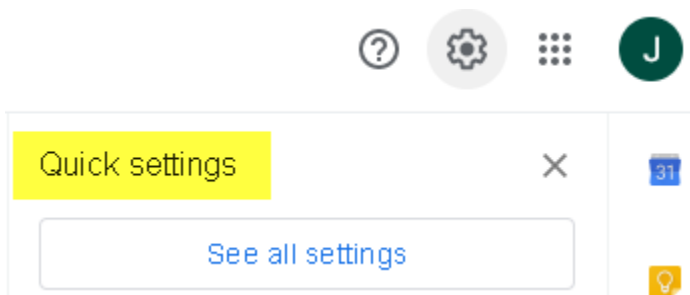
10. Click the Google apps symbol at top right hand corner of the screen and click Gmail. This returns you to your Gmail.
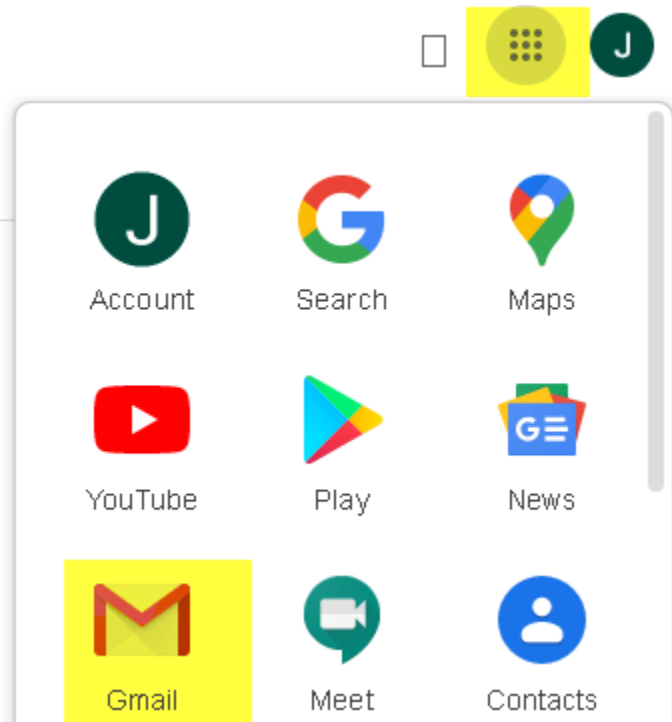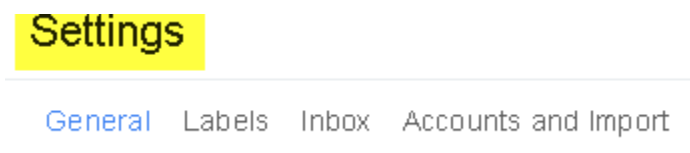
11. Move your mouse pointer up to the top right hand corner of the screen and hover over the "Settings" cog.

12. Click the "Settings" cog. The "Quick settings" area displays on the right hand side of the Gmail screen.

13. Click "See all settings". The Settings page displays.

14. Click the "Accounts and Import" tab. Move the pointer down to the third section "Send mail as:". Move the mouse over to the centre and click the "Add another email address" link. The "Add another email address you own" page displays, with the "Enter information about your other email address" screen.

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: John Smith (@gmail.com)
Email address:

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

Cancel   Next Step »

Add the new alias

15. Type your Toastmasters name or position (e.g. D90 Demo, District Director, Western Division Director, Area 1 Director, etc.), and your new Club or District officer email address (e.g. d90demo@d90toastmasters.org.au). Uncheck the "Treat as an alias checkbox". It looks like this:

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: D90 Demo
Email address: d90demo@d90toastmasters.org.au

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

Cancel   Next Step »

16. Click the "Next Step" button. The "Send mail through your SMTP server" screen displays. Delete the suggested SMTP Server (whatever it is) and the suggested username.

Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through d90toastmasters.org.au SMTP servers Learn more

SMTP Server: mail.d90toastmasters.org.au   Port: 587 ▾
Username: d90demo
Password:

Delete

◉ Secured connection using TLS (recommended)
○ Secured connection using SSL

Cancel   « Back   Add Account »

17. Replace these with the Gmail SMTP server (smtp.gmail.com), your own Gmail username (e.g. myusername), and the app password **you created earlier** (e.g. "abcdefghijklmnop". It looks like this:

18. Click the "Add Account" button. A verification screen displays.

19. Go to your email and obtain the confirmation code for the new email address.

20. Enter it into the verification field and click the "Verify" button.

Success and Finish Up

21. The new verified email is now listed in your "Accounts and Import" tab (along with your main email address).

Outlook/Hotmail alias setup on the web

To add an email alias (from Outlook/Hotmail on the web):

1. Sign in to your Microsoft account website.

2. Select the "Your info" link at the top of the page

3. Select the "Manage how you sign in to Microsoft" link.

4. If you use two-factor authentication, request and enter the necessary code, and then follow the instructions to verify your identity.

5. In the "Manage how you sign in to Microsoft" page, select the "Add email" link.

6. Select the "Add an existing email address as a Microsoft account alias" link.

7. Type the email address (e.g. area99@d90toastmasters.org.au) and follow the instructions to verify it.

8. Click the "Add alias" button.

9. Sign out of your account.

10. Go to your Inbox and look for the email with subject line "Confirm your email address for your Microsoft account".

11. Click the correct link to verify.

12. Sign in to the Microsoft account website again.

13. Go to the "Manage how you sign in to Microsoft" page and check that the "verify" link is no longer displayed.

Yahoo email alias on the web

To add an email alias (from Yahoo on the web):

1. Go to your Yahoo Mail inbox.

2. Click the Settings icon (the small cog) at the top right of the screen.

3. Click More Settings at the bottom of the screen.

4. Click Mailboxes at the left of the screen.

5. Next to "Send-only email alias", click the down arrow to expand the area.

6. Click the Add button.

7. Add the send-only email address (e.g. area99@d90toastmasters.org.au) and follow the instructions to verify it.

Apple Mail alias setup on a Mac

To add an email alias (from Apple Mail on a Macintosh computer):

1. In the Mail app on your Mac, choose Mail > Preferences, then click Accounts.

2. Select an account, then click Account Information.

3. Click the Email Address pop-up menu, choose Edit Email Addresses, then do one of the following:

   - *Add an alias*: Click the Add button $+$, then enter a name and email address.

   - *Edit an alias*: Click the Full Name or Email Address field, then change the name or email address.

   - *Remove an alias*: Select an alias, the click the Remove button $-$.

iCloud.com alias setup on the web

To add an email alias (from iCloud.com on the web):

1. In Mail on iCloud.com, click ⚙ in the [sidebar](#) and then choose Preferences.

2. If you don't see the sidebar, see [Show or hide the sidebar in Mail on iCloud.com](#).

3. Click Accounts and then click "Add an alias".

4. Provide the requested information:

   - *Alias:* The text you provide becomes the email address (*alias*@icloud.com). An alias must contain between 3 and 20 characters.

   - *Full Name:* The name you provide appears in the From field of the messages you send.

   - *Label:* iCloud Mail uses the label to categorise messages sent to the alias. Alias labels appear only in Mail on iCloud.com.

   - *Label Colour:* Select a colour for the label.

5. Click OK and then click Done.

Send an email with your alias

The exact steps to send an email with your alias depend on the email system.

The general steps are:

1. Click Compose/Write/Create/New (whatever is used to create a new email).
2. In the **From** field, click/select the email alias. On Gmail, it looks like this:

New Message

From D90 Demo <d90demo@d90toastmasters.org.au> ▼

To
John New <johnnewtm@gmail.com>

Subjec
D90 Demo <d90demo@d90toastmasters.org.au>
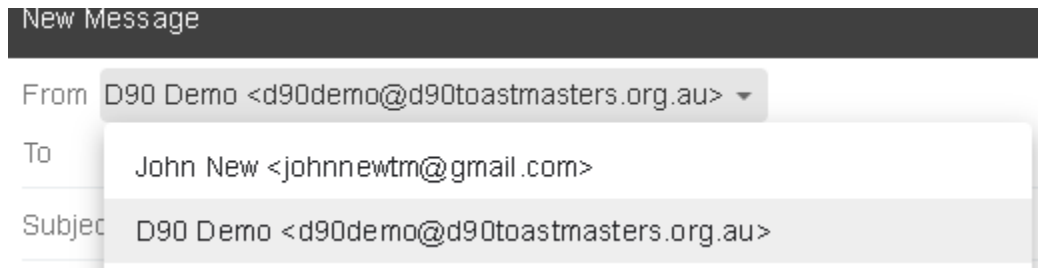
3. Compose the email.
4. Send the email.

Troubleshooting email

The following are some extra tips when using email as a D90 Toastmasters District Officer. If you've been having trouble sending or receiving email, read these tips and see if they help. If you have any other tips, feel free to send them to me (postmaster@d90toastmasters.org.au).

- Emails are sent to your district email address (e.g. area99@d90toastmasters.org.au). It is strongly recommended that you send emails from your district email alias, not a personal email address. This is what the district email server expects. See existing guides that explain how to set up an email alias.

- When sending an email TO a district mailing list, don't use BCC. The email will be rejected by the district email server.

- When sending an email TO a district mailing list, don't CC yourself if you are on the list. Similarly, don't CC someone else who is known to be on the list. In both cases, the email may be rejected by the district email server.

- When sending an email TO a district mailing list, be aware that it will be held for assessment and approval if it has large attachments.

- When sending an email TO more than one district mailing list, send the email TO one mailing list at a time (i.e. send the same email multiple times).

- The following mailing lists are not moderated for use by members of the respective list (**areas**, **divisions**, **dmc**, **pastdgs**, **sdmc**). This means, for example, that emails sent to the **areas** mailing by Area Directors do not require approval. The **dec** mailing list remains restricted for use by a small group (since emails go to a large number of recipients).

- Use your filters, whitelists, blacklists, safe sender lists, and blocked sender lists carefully to filter emails sent and received. You can filter domains and individual email addresses. Do it from the web and your local email client (if using an email client). Consider whitelisting Australian email providers such as bigpond, optusnet, tpg, iinet, etc.

- Check your spam folder regularly for emails that appear there rather than the inbox. If using software such as Outlook, be aware that most spam is caught and held by your Internet Service Provider. Thus you still need to check the online Junk folder at your ISP (BigPond for example) from time to time.

- District forwarders are set up as follows: officer@d90toastmasters.org.au ==> personal email address. You may have problems if you add an intermediate layer of forwarding: officer@d90toastmasters.org.au ==> intermediate email address ==> personal email address.

If you are still experiencing problems, try the following:

- Before sending email, consider temporarily turning off your VPN (if you are using one). Some incoming email servers may detect a VPN is being used and may regard emails from the VPN IP address as spam or email spoofing, or reject them as being from a blacklisted IP address.

- Bigpond has been known to selectively ban emails from Gmail IP addresses. If you are using Gmail to send emails and an email you send is rejected, log off from Gmail and log on again (because Gmail assigns IP addresses dynamically and might assign you a different IP address).

Change history

Date	Rev	
20 June 2022	6	Added troubleshooting section
14 June 2021	5	Added steps for Outlook/Hotmail, Yahoo, Apple Mail, and iCloud. Changed the document's title to more accurately its purpose.
22 June 2020	4	Added **Prerequisites** (to explain that **2-Step Verification** must be **On**). Rewrote procedure to improve the flow.
4 July 2017	3	Expanded how to add a new email address when **2-Step Verification** is **On** or **Off**.
12 June 2016	2	Added **Sending an email with your new Club or District officer email address**.
18 June 2015	1	First version.