Changing Display Name Step by Step

- 1. Log into IWU Central Authentication Service.
- 2. Open email (gmail) and then click the **gear** in the upper right corner. Then click **Settings**.

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3. On the Settings screen, click **Accounts** across the top. On the Accounts page, click **Edit** Info next to Send email as.

Settings		
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Change account settings:	Google Account settings Change your password and security options, and access other Google services.	
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(Use Illinois Wesleyan University Mail to send from your other email addresses)	Add another email address	
Learn more		

4. In the Edit Email Address pop-up screen, select the radio button with the editable text box and type in what you want your name to be shown as in mail you send. Click **Save Changes**.

