



How do I Change my SMTP Settings in Gmail to smtp.gmail.com?

Gmail allows users to manage multiple accounts from the Gmail interface through their “[send mail from a different address or alias](#)” (aka “**Send mail as**”) feature. According to our records, your *personal* Gmail account is currently configured to send messages from your UC Berkeley bMail account using the old **CalMail SMTP server**.

As the CalMail SMTP server will soon be retired, you will need to change the settings in your personal Gmail account before **Wednesday, February 17, 2016**.

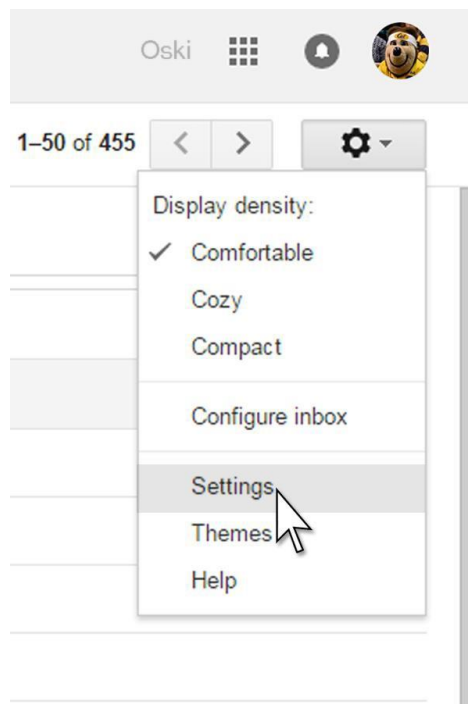
What do I need to do?

To continue using the Gmail “send as” feature with your Haas bMail account, you will be required to edit your *personal* Gmail “send as” settings.

Before you begin

- [Create a bConnected Key](#). If you have not yet done so, follow this link to do so: <https://idc.berkeley.edu/mmk>.
- Set your **bConnected** "Access for less secure apps" to "Turn on." [Click this link to do so](#).
- Ensure that there are no "login challenges" against your **bConnected** account [at this link](#) (allow access by clicking “Continue”)

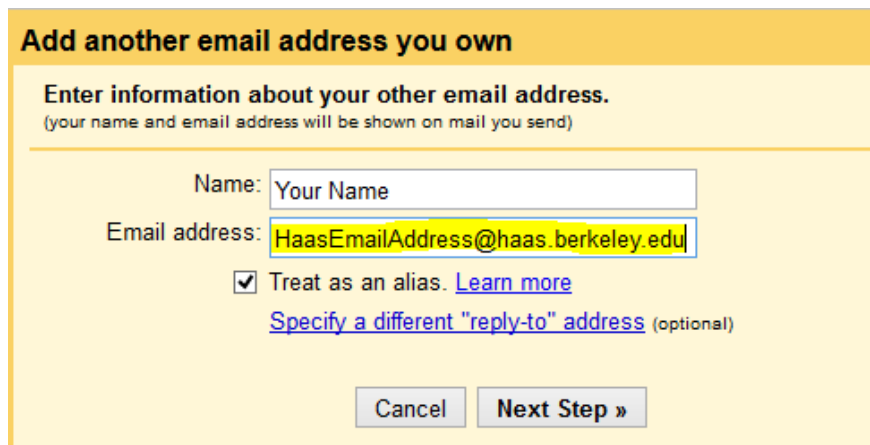
| Step | Procedure |
|------|---|
| 1 | Click on the gear icon in the top right corner of your personal Gmail account, and then click settings. |



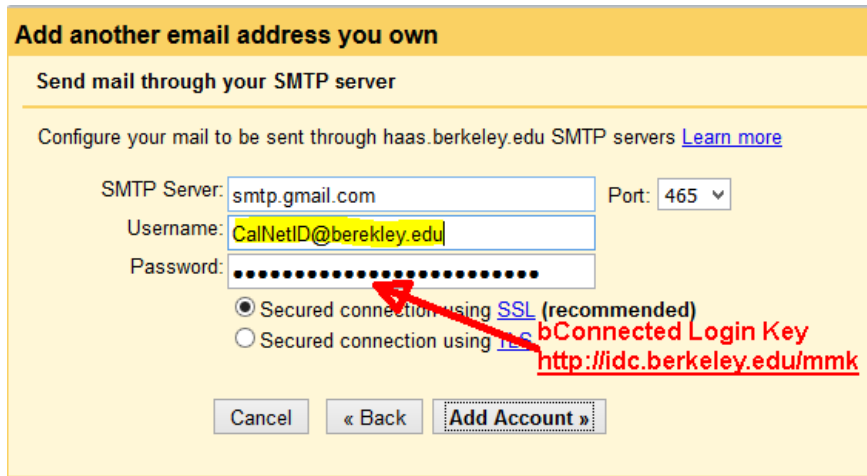
| Step | Procedure |
|------|---|
| 2 | Click on the "Accounts and Import" tab, and then click on "Add another email address you own" |



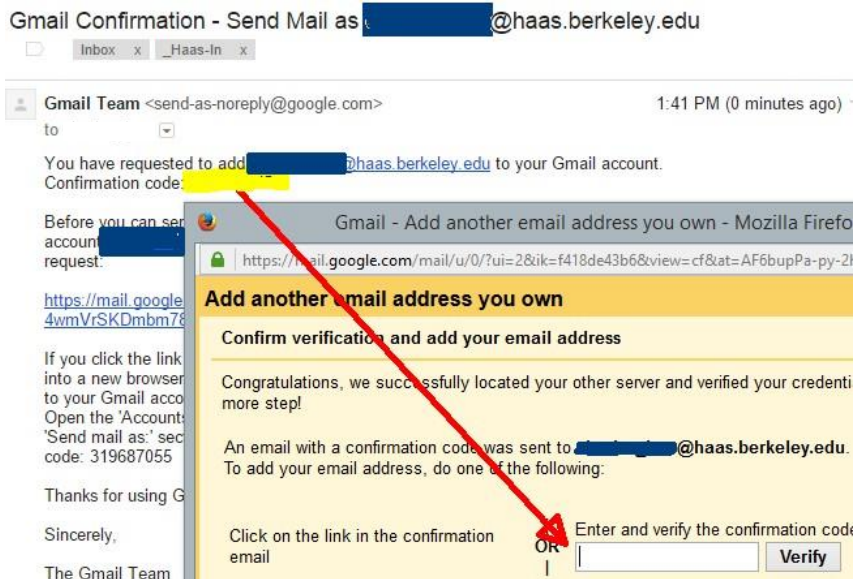
| Step | Procedure |
|------|---|
| 3 | Enter your name, and your Haas email address. Ensure that the "Treat as an alias" box is checked, and click on "Next Step" |



| Step | Procedure |
|------|---|
| 4 | Enter " smtp.gmail.com " as the SMTP Server, and put your full Berkeley email address for the username . Be sure that you include the @berkeley.edu suffix. Enter your bConnected Login Key in the password box (do not copy and paste it). Then click "Add Account." |



| Step | Procedure |
|------|--|
| 5 | You should see a window pop up that asks for you to confirm verification of your Berkeley email address. Open your Haas email account (in a separate browser, or private/incognito window), and either click on the link in the body of the verification email, or copy the confirmation code from the email into the window that previously popped up. |



| Step | Procedure |
|------|---|
| 6 | Back on the "Settings", "Accounts and Import" tab of your personal gmail account, you should now see your Haas email successfully added. |

Still need help?

Remember that you can **always log in to your bMail account directly** to send email from your UC Berkeley account.

You can also sign in to [multiple Gmail accounts](#) at the same time, if you wish.

For further assistance in making this change, or if you have any concerns, please contact Haas Technology Solutions (formerly ECSM) at helpdesk@haas.berkeley.edu. Phone: [510-642-0434](tel:510-642-0434) or Toll Free at [866-642-0434](tel:866-642-0434).