



## How to Send Mail on Behalf of Another Person in Google Mail

David Raco - 2020-06-30 - Comments (0) - Google Apps

This article will show you how to request permission to send mail on behalf of another Google Mail user and how to grant permission if you are the account owner. **There is no way for someone else to send mail on your behalf without your approval.** However, once you grant this permission to someone, you cannot revoke it on your own. The person who received that access must delete it from their account following the instructions below.

You can have send-as access to a maximum of 98 other email accounts at any given time.

You can read [Google's instructions for this feature here](#), but the article below includes helpful screenshots.

How to Request Access to Send Email on Behalf of Someone Else

### Step 1) Go into Your Google Mail settings and Add the Account

Click on the **gear icon** in the top-right region of Google Mail, then click on **See all settings**, then click on the **Accounts tab**, and finally click on **Add another email address** under the Send mail as section of the accounts screen.



### Step 3) Send the Verification Email and Await Confirmation

You need to send a verification email to the account owner by clicking the button that says **Send Verification**. The account owner then needs to click a link in the email they receive or they need to send you a verification code for use on the next screen in order to complete the process. Instructions for the account owner are included at the end of this article.



Click **Close window** to finish.

### Step 4) Compose an Email as the Other Person

When composing an email, you can now choose which account to send the email from using the dropdown menu on the From: field of the email header. Just click your account name and choose the other account to use.



How to Remove Your Ability to Send Mail as Another Person

Click on the **gear icon** in the top-right region of Google Mail, then click on the **Accounts tab**, and finally click on **Delete** next to the name of the account you want to stop sending mail as under the Send mail as section of the accounts screen.