

Knowledgebase > Application and Online Services Help > Google Apps > How to Send Mail on Behalf of Another Person in Google Mail

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

David Raco - 2025-06-23 - 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 2) Enter the Name and Email Address of the Person

Enter the person's name and their SOU email address. Be sure to uncheck the box next to "treat as an alias." It is very important that you do NOT add the other person's email address as an alias, otherwise you will receive copies of their incoming mail. You can learn more about the alias feature here.

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: Ulrich Sommerauer				
Email address: sommerauu@sou.edu				
Treat as an alias. <u>Learn more</u>				
Specify a different "reply-to" address (optional)				
Cancel Next Step »				

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.

Add another email address you own				
Verify your email address				
Before you can send mail as sommerauu@sou.edu , we need to verify that you own this email address. To perform the verification click "Send Verification". We will then send an email to sommerauu@sou.edu with instructions on how to verify your address.				
Cancel « Back Send Verification				
Add another email address you own				
Confirm verification and add your email address				
An email with a confirmation code was sent to sommerauu@sou.edu . [<u>Resend email]</u> To add your email address, do one of the following:				
Click on the link in the confirmation or the link in the confirmation of the confirmation of the confirmation code of the				
Close window				

 $\label{eq:Click} Close \ window \ to \ finish.$

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.

New Message	_ 2 ×
From David Raco <racod@sou.edu> -</racod@sou.edu>	Cc Bcc
To David Raco <racod@sou.edu></racod@sou.edu>	
Subjec Ulrich Sommerauer <sommerauu@sou.edu></sommerauu@sou.edu>	
David Raco IT Coordinator	_ ~ ×
From Ulrich Sommerauer <sommerauu@sou.edu> -</sommerauu@sou.edu>	Cc Bcc
To John Stevenson (sou.edu) ×	
I think I deserve a day off	
Because I am the best!	
Sincerely,	
Ulrich	

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.

Settings 2			0 -> *
General Labels Inbox Accounts	Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced Offline	Themes	
Change account settings:	Google Account settings Change your password and security options, and access other Google services.		
Send mail as:	David Raco <racod@sou.edu></racod@sou.edu>	default edit info	
(Use Southern Oregon University Mail to send from your other email addresses)	Ulrich Sommerauer <sommerauu@sou.edu> Not an allias.</sommerauu@sou.edu>	make default edit info	delete
Louin more	Add another email address		3
	When replying to a message: (a) Reply from the same address the message was sent to (b) Always reply from default address (currently racod@sou.edu) (Note You can change the address at the time of your reply. Learn more)		-

How to Approve Send-As Access as the Account Owner

After the requester has followed the steps above, you will receive an email at your SOU email address that looks like the below message. You can either click on the link in the email or send the requester the 9-digit confirmation code.

From: Southern Oregon University Team <gmail-noreply@google.com>

Subject: Southern Oregon University Confirmation - Send Mail as sommerauu@sou.edu

You have requested to add sommerauu@sou.edu to your Southern Oregon University account.

Confirmation code: <9-digit Code>

Before you can send mail from sommerauu@sou.edu using your Southern Oregon University account (<u>racod@sou.edu</u>), please click the link below to confirm your request:

https://mail.google.com/mail/f-%abunchoftextwillbehere

If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, please log in to your Southern Oregon University account, and click 'Settings' at the top of any page. Open the 'Accounts' tab, and locate the email address you'd like to add in the 'Send mail as:' section. Then, click 'Verify,' and enter your confirmation code: <9-digit code>.

Thanks for using Southern Oregon University!

Sincerely,

The Southern Oregon University Team