

Email Switch How-To

Everyone with a university email has multiple email addresses, the two most used are @mail.fresnostate.edu or @csufresno.edu. You can swap between either of these based on your preference. This how-to will show you how to do that. Don't worry about switching – any email sent to either email address will still come through to your inbox, even if it is sent specifically to @mail.fresnostate.edu when you are using @csufresno.edu.

First, go out to fresnostate.edu, select 'Email' from the 'Quick Links' button in the top right corner:



You can log in using just your user name and password:

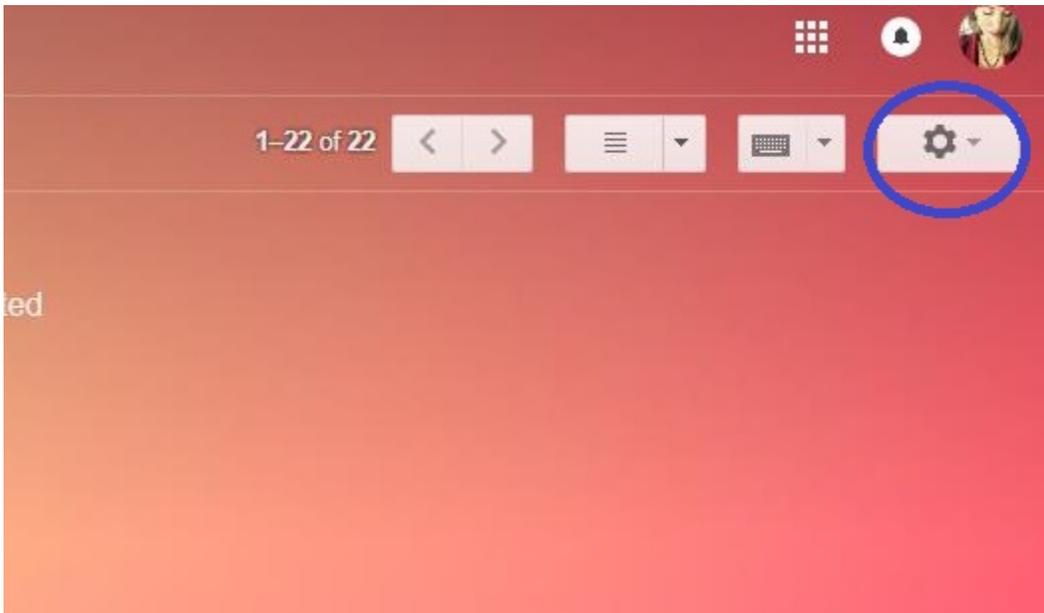


Username:

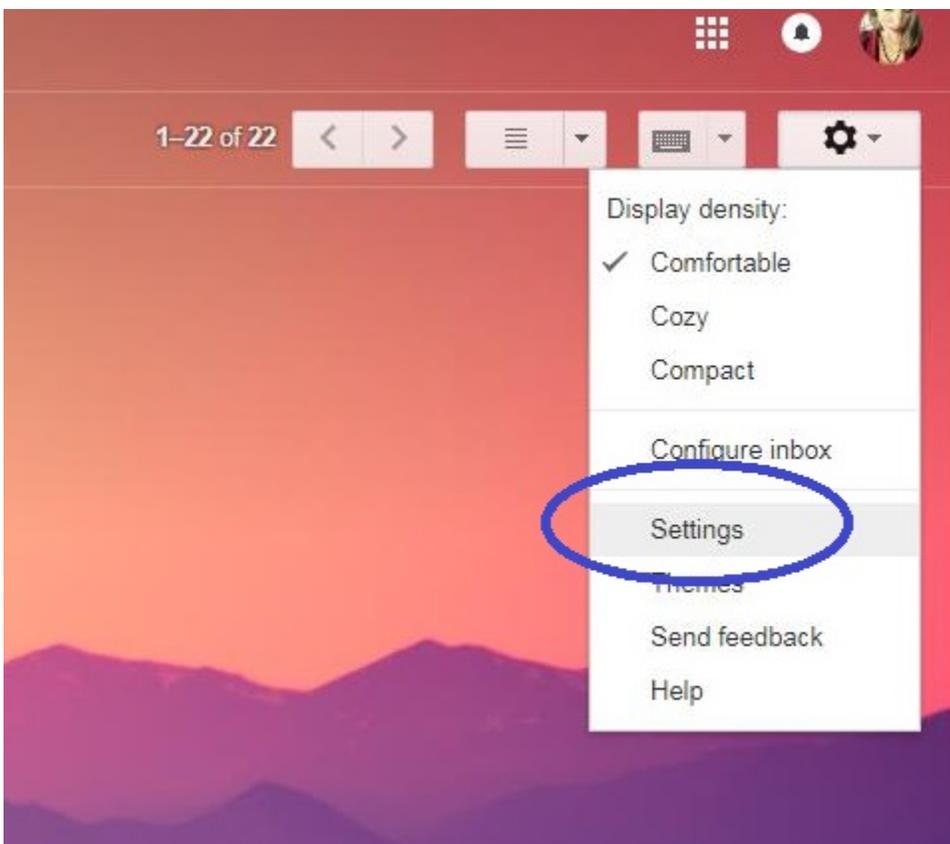
Password:

[Forgot password?](#)

In the top right corner of your email, you will see a little cog below your profile picture:



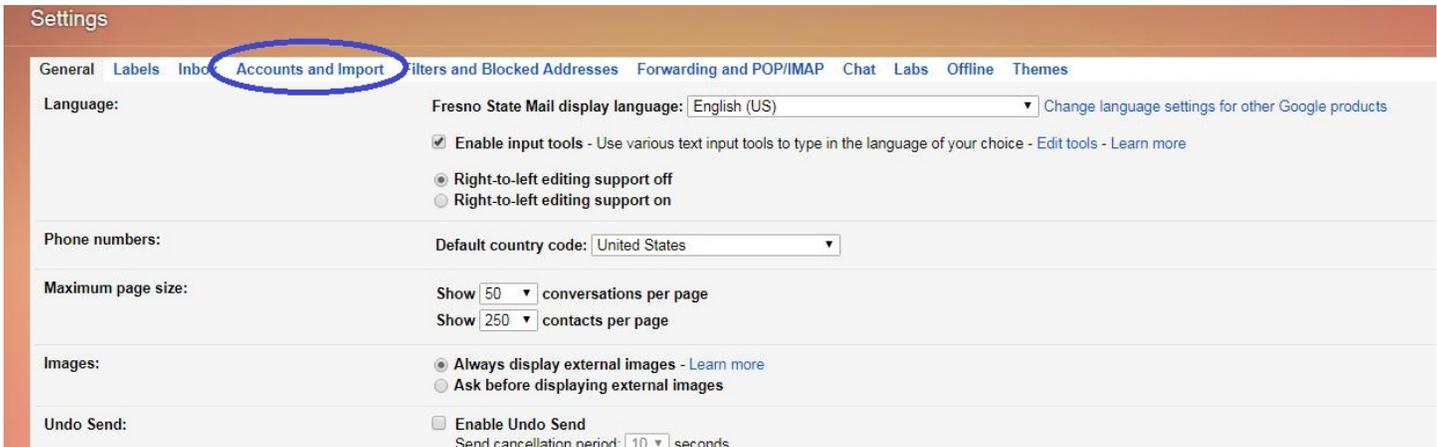
When you click on this a drop-down menu will appear:



From this menu you can change the display of your email, or even the theme (you see I have a purple mountain scape on mine). Feel free to play around with these – you can always change them back by clicking on the setting cog again.

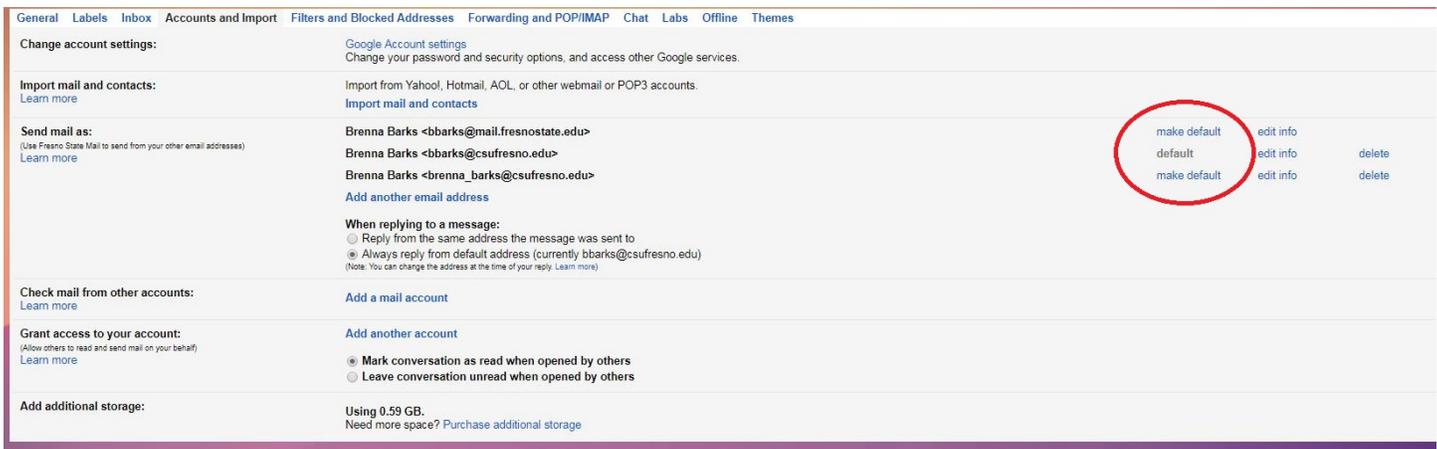
To change what email address appears when you send out emails, however, we will concern ourselves with the “Settings” option (circled in blue in the image above).

This will take you to the settings menu:



Again, from here you can do several things – you can set up your away messages, your signature, etc. from this first page, for example – or play with other options. To switch email addresses you need to go to “Accounts and Import” (circled in blue in the image above).

This will show you the following screen:



The email address that is automatically set as your “send mail as” address will be the @mail.fresnostate.edu. You can switch from one to the other by selecting “make default” to the right of the email of your preference (circled in red in the image above).

You can see I have bbarks@csufresno.edu set as my default email.

You will still need to use the @mail.fresnostate.edu ending if you are logging in to any Google apps or products, but your email will remain @csufresno.edu. For example, I sign in to Chrome as bbarks@mail.fresnostate.edu, but my email always sends as bbarks@csufresno.edu.

Email address is a personal preference, but these instructions should help you switch over as you wish. It also shows you there are options for your email, so feel free to explore things not outlined in this how-to (like themes or profile pictures).

Feel free to play with settings, and let our office know if you have any questions!