

OFFICE OF Information Technology Support Center

Adjusting Display Name in Google

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Adjusting Display Name in Google

How to change your display name in Google.

1. Login to Google Apps @ UA

Google Apps @ UA Login



UA Username:		@alaska.edu
Password:		
	Login	

Go to http://google.alaska.edu, click on Mail, and login.

2. Open Settings



In the upper right of your mail, click on Settings.

3. Open Accounts



Click on the Accounts tab.

4. Edit Your "Send mail as" Info



Click on the *edit info* link to the far right of *Send mail as*.

5. Set Your Display Name



In the new window that opens, select the blank field, and type in how you want your name to display. Click the "Save Changes" button.