Send as your Alumni Forwarding Address (Students)

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This article provides instructions on how to send as your Alumni Forwarding Address from either your Wharton Gmail account or your personal Gmail account. This option is frequently requested by students and alumni who want to share their Wharton Alumni forwarding address with contacts.

This will only work for students with an active Wharton account because Google requires authentication to an active account. Once you have graduated and your Wharton email account has been closed, these options will no longer work.

Before You Start

You might need one or more of the following before you can complete the following task(s):

- An active PennKey account
- An active Wharton account
- An Alumni Forwarding Address
- A personal Gmail account

From your Wharton Gmail Account

Option 1 - Set as Default through Gmail Settings

This procedure works best for students who want to use their Alumni Forwarding Address as their default/primary address but **don't** want to change their Wharton Gmail Account credentials.

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Option 2 - Add as an Alias through Gmail Settings

> **Note:** Your Alumni Forwarding Address should be added as an alias to your short address by default.**If it is not**, follow the directions below.

This procedure works best for students who want to send and receive as their Alumni Forwarding Address but want to keep their short address (username@wharton.upenn.edu) as their default/primary address.

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From your Personal Gmail Account

Add as an Alias through Gmail Settings

This procedure works best for students who want to send and receive mail as their Alumni Forwarding Address from a personal gmail account but don't want their Wharton Gmail Account login credentials to change.

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Questions?

Contact: Wharton Computing Student Support

Email: support@wharton.upenn.edu