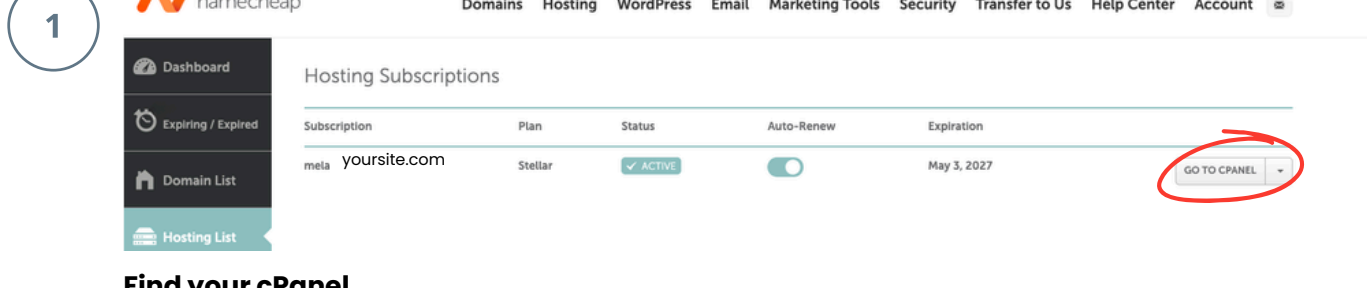


**Domain Email Alias Setup** Send professional email from Gmail using your own domain name

**What you'll need before you start**

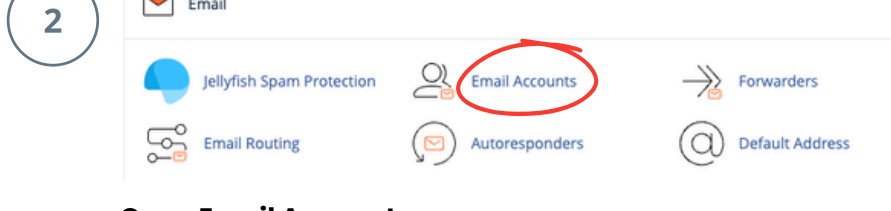
- Your Namecheap login
- A Gmail account
- The domain name you want to use for your email

**What this does:** Sets up a professional email address at your domain (like [hello@yourdomain.com](mailto:hello@yourdomain.com)) that sends and receives through Gmail – so you get a professional address without leaving the inbox you already use.



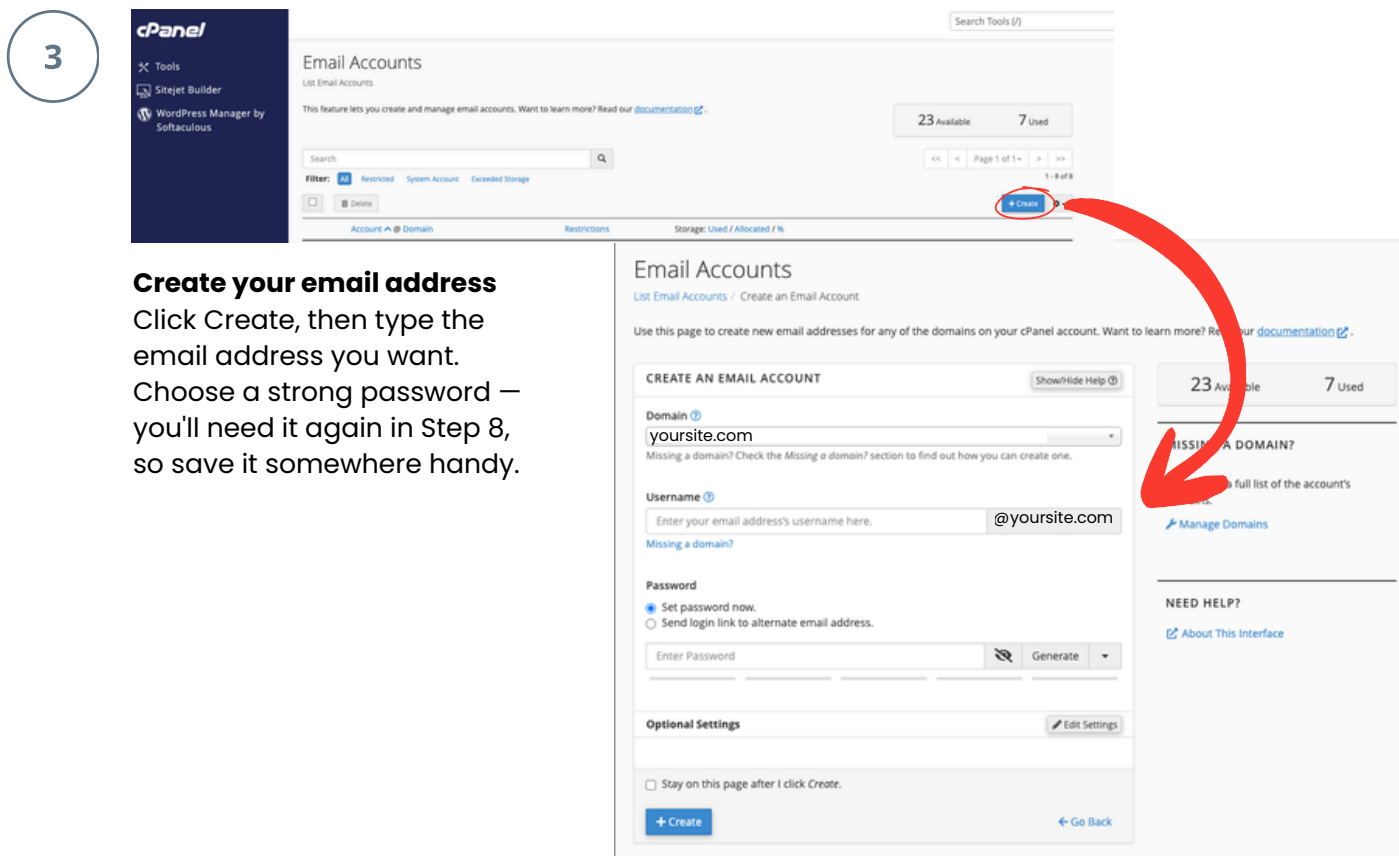
**Find your cPanel**

Log in to Namecheap. Go to Hosting List in your dashboard and click Go to cPanel next to your domain.



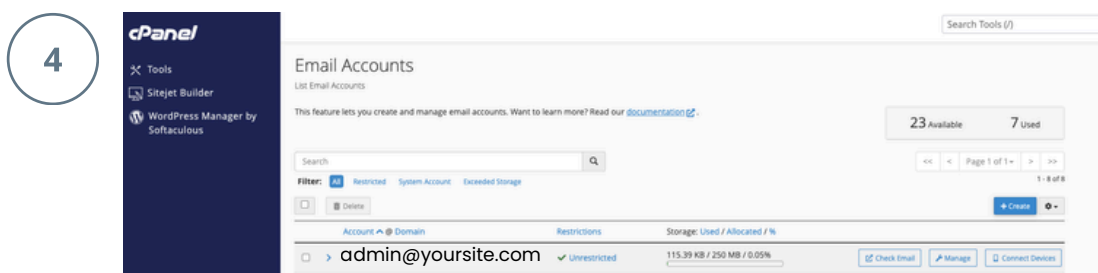
**Open Email Accounts**

In cPanel, find the Email section and click on Email Accounts.



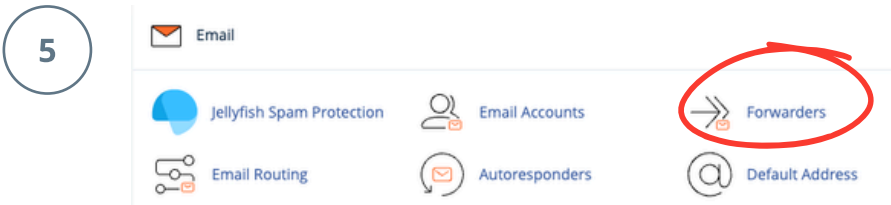
**Create your email address**

Click Create, then type the email address you want. Choose a strong password – you'll need it again in Step 8, so save it somewhere handy.



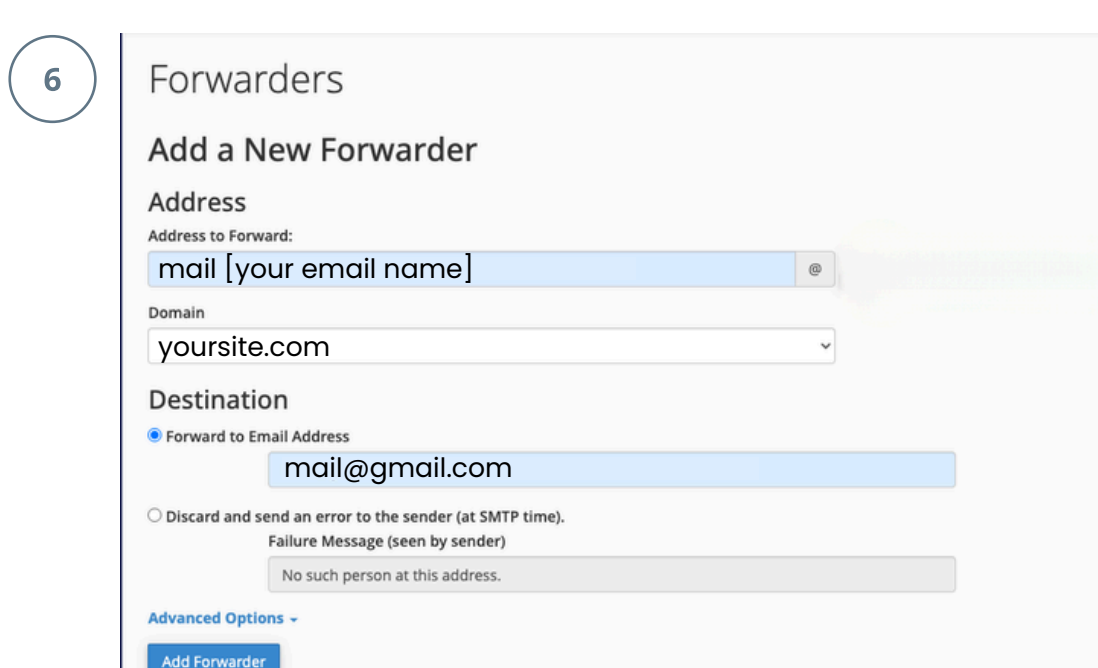
**Your email is created**

You'll see it listed under your domain. Now set up forwarding so messages arrive in Gmail.



**Go to forwarders**

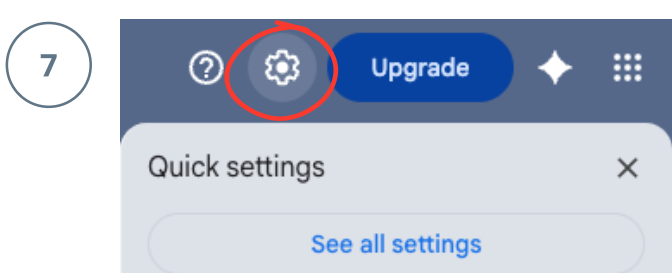
Back in cPanel, click Forwarders under the Email section.



**Add a forwarder**

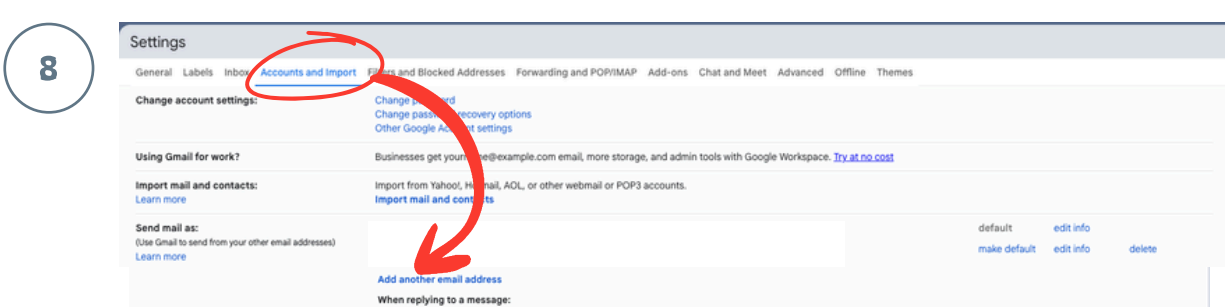
Click Add Forwarder. In the Address field, type the email you just created. In Destination, enter your Gmail address. Click Add Forwarder.

Incoming mail to your domain email will now land in your Gmail inbox.



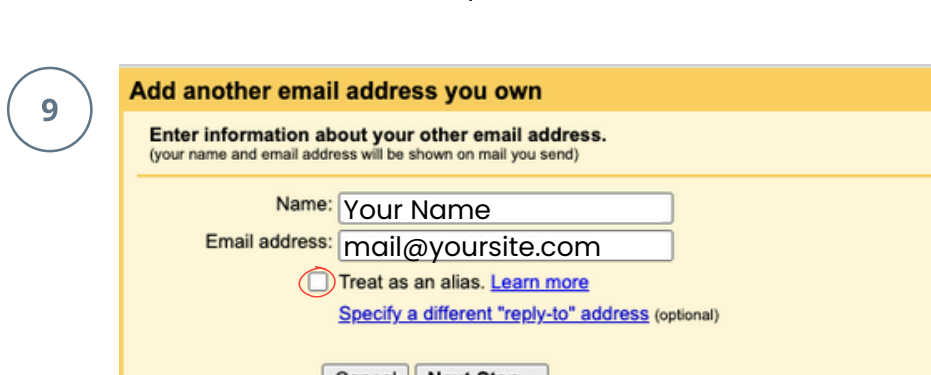
**Open Gmail Settings**

In Gmail, click the gear icon (top right) and choose See all settings.



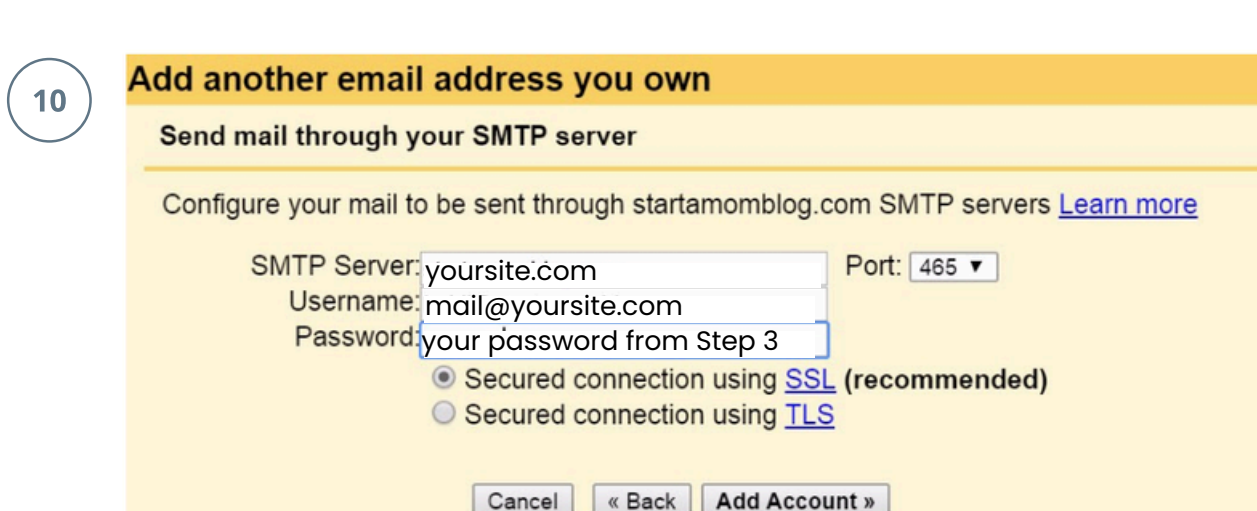
**Go to Accounts and Import**

Click the Accounts and Import tab. Under Send mail as, click Add another email address.



**Add your domain email**

Enter your name and your new domain email. Untick Treat as an alias. Click Next Step.

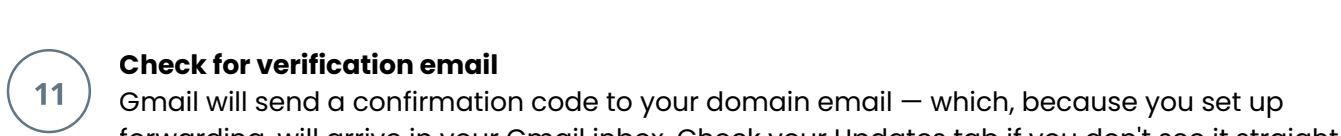


**Configure SMTP**

This tells Gmail to send mail through your hosting server. Enter these details:

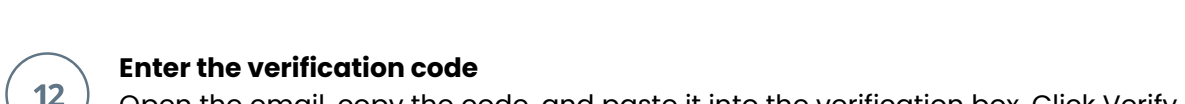
- SMTP Server: mail.[yourdomain.com]
- Port: 465
- Username: [you@yourdomain.com]
- Password: the password you created in Step 3
- Select Secured connection using SSL

Click Add Account.



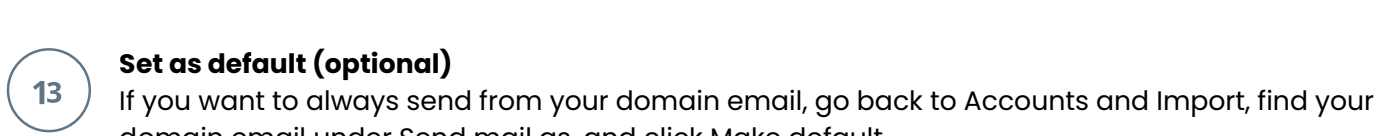
**Check for verification email**

Gmail will send a confirmation code to your domain email – which, because you set up forwarding, will arrive in your Gmail inbox. Check your Updates tab if you don't see it straight away.



**Enter the verification code**

Open the email, copy the code, and paste it into the verification box. Click Verify.



**Set as default (optional)**

If you want to always send from your domain email, go back to Accounts and Import, find your domain email under Send mail as, and click Make default.

You're done. Your Gmail now sends and receives using your professional domain email.