**Document ID: 001**

Title: How to change your “From Address Name “ in google account ( in [email@ahmadiyya.us](mailto:email@ahmadiyya.us) )?

Solution:

1. Login to your google based ahmadiyya.us account and enter your userid and password at <http://accounts.google.com>. Use your newly assigned user ID for example: tabligh.cej@ahmadiyya.us



1. Click on the COB (wheel) on upper right side and click on Setup on the menu



1. Click on the Account Tab on the top of the next Screen



1. Click on the “edit info” link under “Send mail as:” section



1. A new window pops up as seen below. In the second box under Name ( as highlighted below, type in your Full Name and click Save Changes button. 
2. At this point you are back on the settings screen and the change is complete.
3. Send a test email now from this ahmadiyya.us account to your personal email address and note if the “From Address” shows the correct name.
4. If this has not worked, please contact the Tabligh HelpDesk Team.