
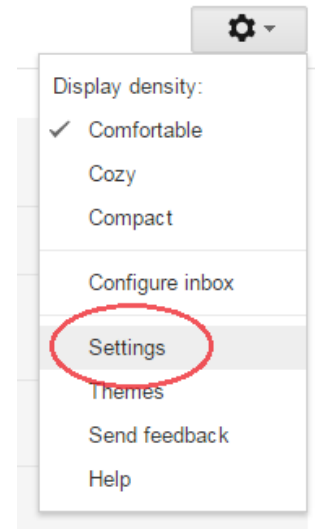


How to Change your Scarletmail Display Name

1.) Log in to Scarletmail

2.) Click on the  button on the top right hand side of the page, then select “Settings”



3.) Once on the Settings page, click the blue “Accounts” link on the top of the page.

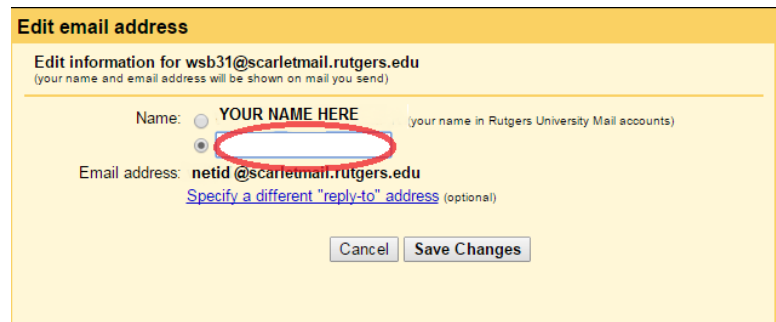


4.) In the “Send mail as:” section you will find information in the following format:

Your Name Here <yournetid@scarletmail.rutgers.edu>

To the far right of this information, click on the blue “[edit info](#)” link.

5.) A yellow pop up window will open up. The default settings of your Scarletmail name (likely your full name in all caps) and your email will be in this window. To change your display name, click in the blank white text box and type in your name in the desired format. Then click “Save Changes”.

A screenshot of the 'Edit email address' pop-up window. The window has a yellow header and contains the following information: 'Edit information for wsb31@scarletmail.rutgers.edu (your name and email address will be shown on mail you send)'. Below this, there are two fields: 'Name: YOUR NAME HERE (your name in Rutgers University Mail accounts)' and 'Email address: netid@scarletmail.rutgers.edu'. The 'Name' field is circled in red. At the bottom, there are 'Cancel' and 'Save Changes' buttons.