Changing Display Name Step by Step

1. [Log into]() IWU Central Authentication Service.
2. Open email (gmail) and then click the **gear** in the upper right corner. Then click **Settings**.
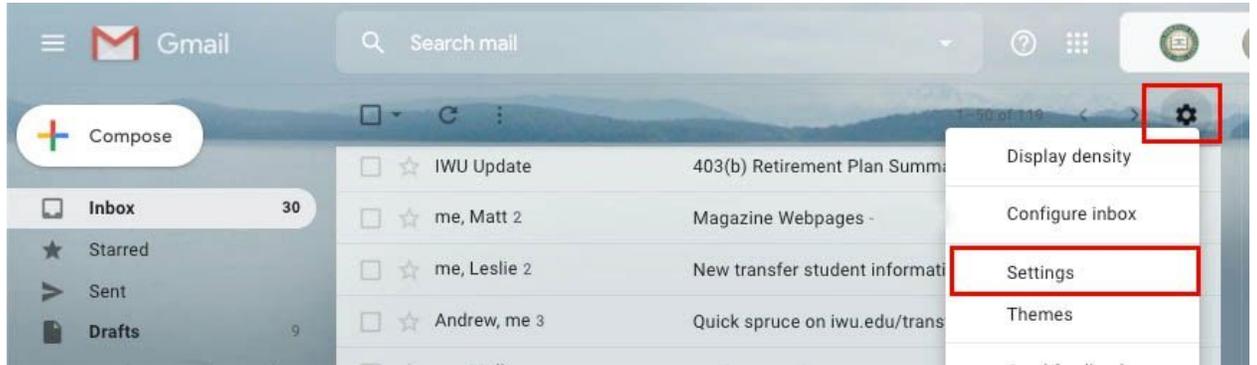
3. On the Settings screen, click **Accounts** across the top. On the Accounts page, click **Edit Info** next to Send email as.

4. In the Edit Email Address pop-up screen, select the radio button with the editable text box and type in what you want your name to be shown as in mail you send. Click **Save Changes**.