

## **Guide: How to Change Your Name and Gender in Gmail**

Utica University email accounts are set up via Google and default to the legal identifying information originally provided to the University during admission or initial employment. At some point, it may be necessary to change the way your name or gender appear on your email account.

Please follow the below instructions to learn how to change your name and/or gender in Google and Gmail:

- Login to your Utica University email account.
- In the top right, click on the circle with your photo or initials on it.
- Click on the "Manage your Google Account" button in the menu that appears.
- On the left, choose "Personal Info."
- In the basic info section, you should see your name and gender. You can edit either.
  - For name, click on the " > " button to the right of your name.
    - Click on the pencil icon next to the name to edit it.
  - For gender, click on the " > " button next to the gender listed.
    - You can choose an option, create your own, and at the bottom of the screen can set who is able to see your gender information.

**Please note:** This does not change the University's official records for your name or gender, only how they display in the Google system. Official changes can be made through the Office of the Registrar for students or through Human Resources for University employees.

*This guide was created by the Gender, Sexuality, Pronouns, and Naming task force under the Division of Diversity, Equity, and Inclusion and Student Transitions. If you have questions or concerns about using this guide, please email [diversity@utica.edu](mailto:diversity@utica.edu).*