How to change the display name in Gmail

1. Log in to your Gmail account and in the top right, click Settings 🍄 👌 See all settings.



2. Go to Accounts option and click "Edit info"

Settings	
General Labels Inbox Accounts	Filters and blocked addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes
Change account settings:	Google Account settings Change your password and security options and access other Google services.
Send mail as: (Use IIT Gandhinagar Mail to send from your other email addresses) Learn more	ISTF IITGN <istf@iitgn.ac.in> edit info Add another email address</istf@iitgn.ac.in>
Check email from other accounts: Learn more	Add an email account
Grant access to your account: (Allow others to read and send mail on your	Add another account
behalf)	Mark as read
Learn more	Mark conversation as read when opened by others
	\bigcirc Leave conversation as unread when opened by others
	Sender information
	Show this address and the person who sent it ('sent by')
	○ Show this address only (istf@iitgn.ac.in)

3. Click on the radio button beside blank space and enter your name you want to set as a Display Name and click Save Changes.

mail.google.com/mail/u/2/?ui=2&ik=b32349f75a&jsver=TVLKkaWkZzU.en_GBes5&cbl=		
Edit email address		
Edit information for istf@iitgn.ac.in (your name and email address will be shown on mail that you send)		
Name: O ISTF IITGN (your name in IIT Gandhinagar Mail accounts)		