



## Request an Email Alias

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### Student

1. Submit a ticket on our [IT Help page](#).
2. Choose Category: ACCESS Request
3. Choose APPLICATION List
4. Fill in the field called "EMAIL ALIAS" with your preferred alternate email\*
5. Once approved, Computing Accounts and Passwords will add the alias added to your account

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### Staff/Faculty

1. Login into [MyAccount](#) then click on **Email Aliases** -- or you can click [here](#).
2. Add the email alias you'd like\*; up to four.
3. Click **Save**

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\*The alias you request may not be available.

### Note

- You will not be able to test your alias from your own account. If you would like to test your alias, please use another account.
- After you have set up an alias, you can create the illusion that it is your primary address by automatically replying to email using that address: [Send Mail From An Alias Or Second Email Address](#)