

Knowledgebase > Email and Collaboration > Email > Request an Email Alias

Request an Email Alias

Stephanie Obodda - 2018-05-17 - Comments (0) - Email

Student

- 1. Submit a ticket on our <u>IT Help page</u>.
- 2. Choose Category: ACCESS Request
- 3. Choose APPLICATION List
- 4. Fill in the field called "EMAIL ALIAS" with your preferred alternate email*
- Once approved, Computing Accounts and Passwords will add the alias added to your account

Staff/Faculty

- 1. Login into <u>MyAccount</u> then click on **Email Aliases** -- or you can click <u>here</u>.
- 2. Add the email alias you'd like*; up to four.
- 3. Click Save

*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: <u>Send Mail From An</u> <u>Alias Or Second Email Address</u>