

Webmail - Send as Alias

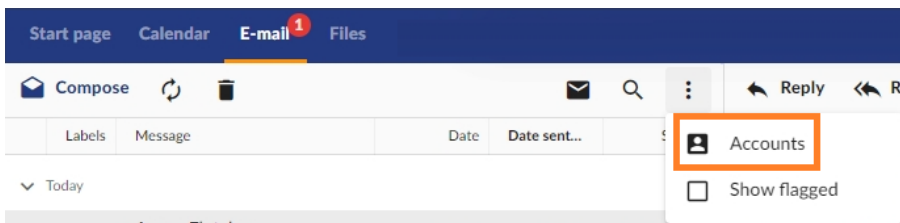
When you have one or more Aliases for your email address, you might want to be able to send from one of the Aliases. This is possible by adding the Alias to your Webmail.

Step-by-step guide

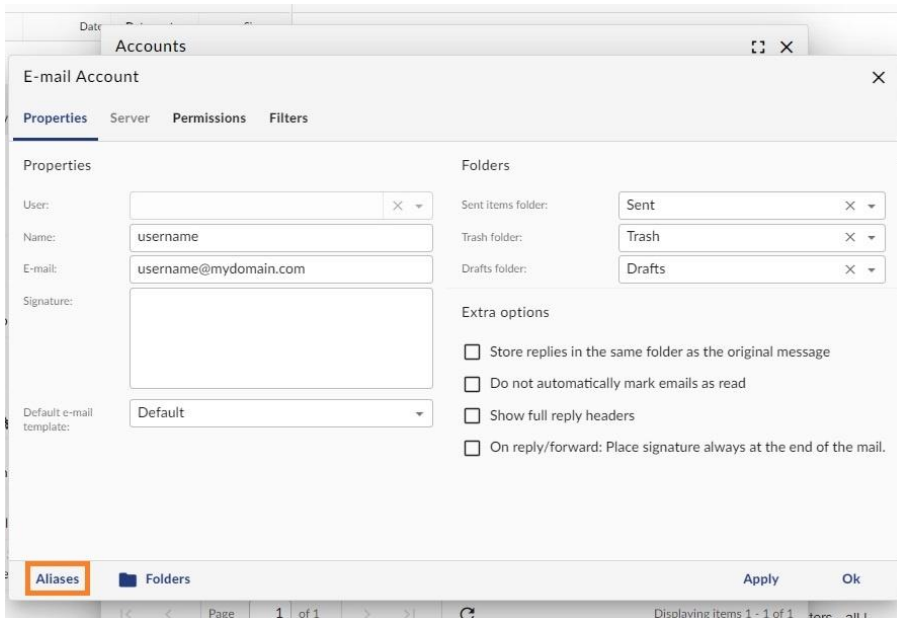
You must create the Alias before adding it to the Webmail.

After you log in to your Webmail,

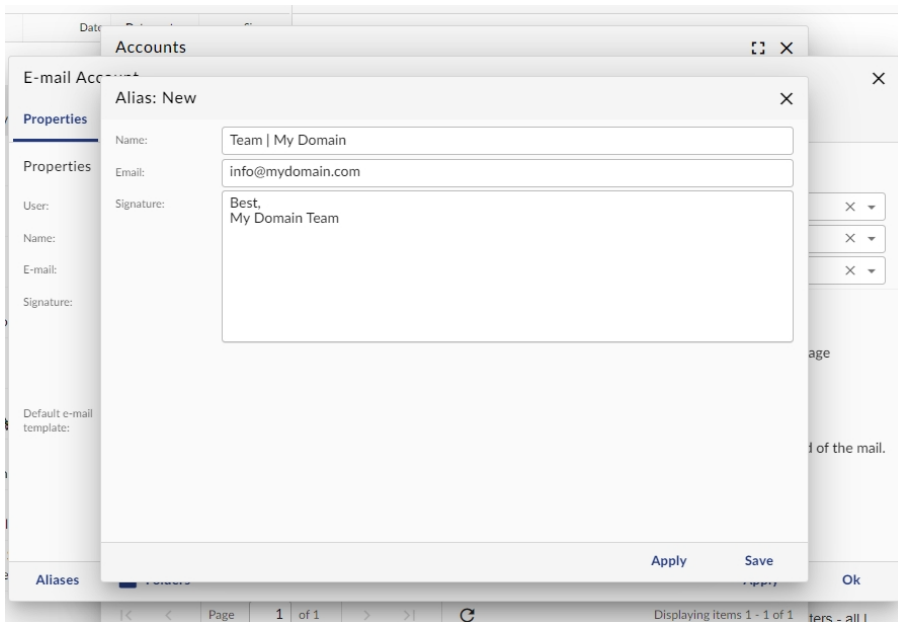
- Go to the **E-mail** tab.
- Click on the **three dots** button on the right of the email panel and then click on **Accounts**.



- **Double click** the email account that has the Alias.
- Click on the **Aliases** button.



- **Fill in** the Alias information:
 - **Name:** the name you want to appear in your "From" field
 - **Email:** your full Alias address
 - **Signature:** is optional



- Click on the **Save** button.

Revision #1

Created 26 August 2024 03:44:01 by Support

Updated 26 August 2024 04:00:36 by Support