


# Webmail - Send as Alias

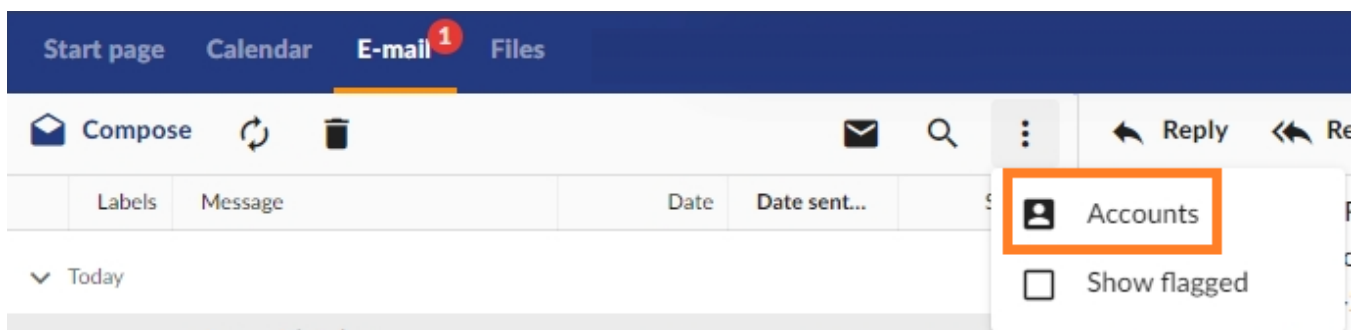
When you have one or more Aliases for your email address, you might want to be able to send from one of the Aliases. This is possible by adding the Alias to your Webmail.

## 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.

**Accounts**

**E-mail Account**

**Properties** | Server | Permissions | Filters

**Properties**

User:

Name:

E-mail:

Signature:

Default e-mail template:

**Folders**

Sent items folder:

Trash folder:

Drafts folder:

**Extra options**

☐ Store replies in the same folder as the original message

☐ Do not automatically mark emails as read

☐ Show full reply headers

☐ On reply/forward: Place signature always at the end of the mail.

**Aliases** | Folders

Apply Ok

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

**Accounts**

**E-mail Account**

**Alias: New**

Name:

Email:

Signature: 

Best,  
My Domain Team

Apply Save

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- Click on the **Save** button.

## Related articles

- [Webmail client](#)
- [Webmail - Folders management](#)
- [Webmail - Send as Alias](#)
- [Manage Aliases](#)
- [Manage Alias Domains](#)