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.

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

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Properties			Folders		
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Name:	username		Trash folder:	Trash	× •
E-mail:	username@mydomain.com		Drafts folder:	Drafts	× •
Signature:			Extra options Extra options Store replies in Do not automate	the same folder as the original i tically mark emails as read	message
Default e-mail template:	Default	•	Show full reply	headers	
			On reply/forwa	rd: Place signature always at th	e 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

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• Click on the **Save** button.

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