

## Mail Aliases

What is a Mail Alias?

An alias lets you simplify your email address to something more usable and easier to remember. For example, if my user name is something like abcpci, I could have an alias set up for albert. Now any email sent to albert@cis.rit.edu would also be sent to abcpci@cis.rit.edu. Faculty and Staff can have a mail alias set up for them. It is not something you can do on your own and must be done by one of the systems administrators.

### Mail Aliases and Email clients

When you set up your mail client, you should still set it up to get mail from the server using your normal account name, since the alias is only a reference. The mail is stored under your account name, but you can still have the email sent using your alias. For example, using Mozilla Thunderbird 1.5:

- On the top menu select Tools->Account Settings.
- Find your account on the left side and select it.
- In the field labeled Email Address put in either your account name or alias followed by @cis.rit.edu. Your email will now be sent by that name.