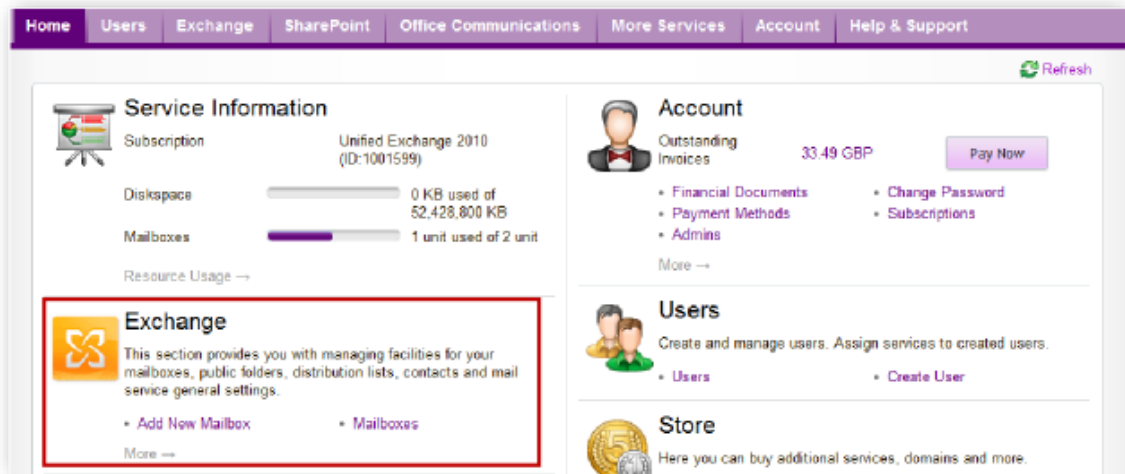


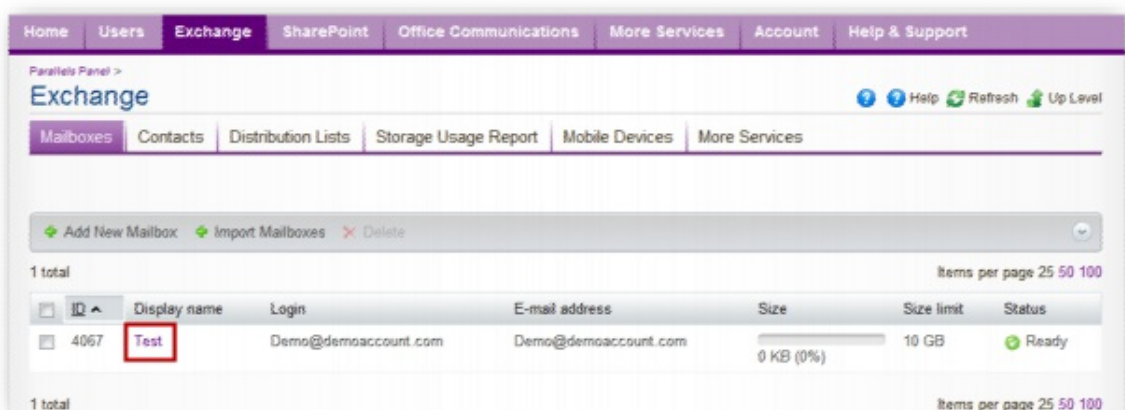
# Adding Aliases and Changing your Primary Address

Last Modified on 29/01/2020 3:01 pm GMT

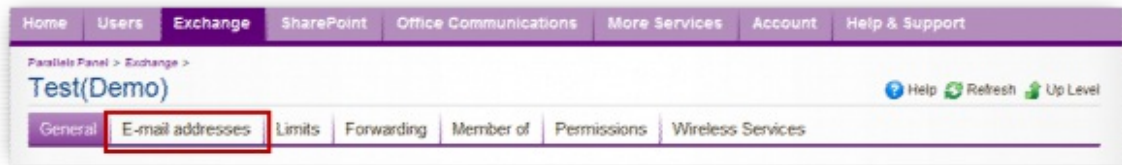
1. Log in to <https://controlpanel.hostedservices.com> using your Admin Username and Password.
2. Click on **Mailboxes**.



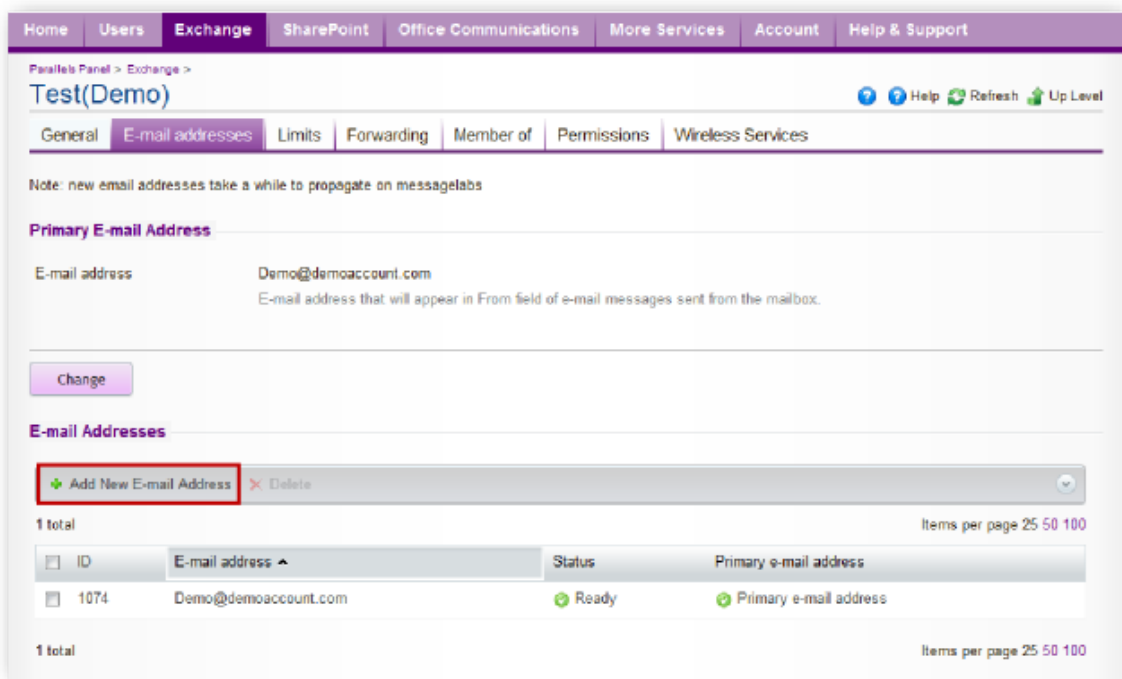
3. Click on the display name of the account you wish to add an alias to.



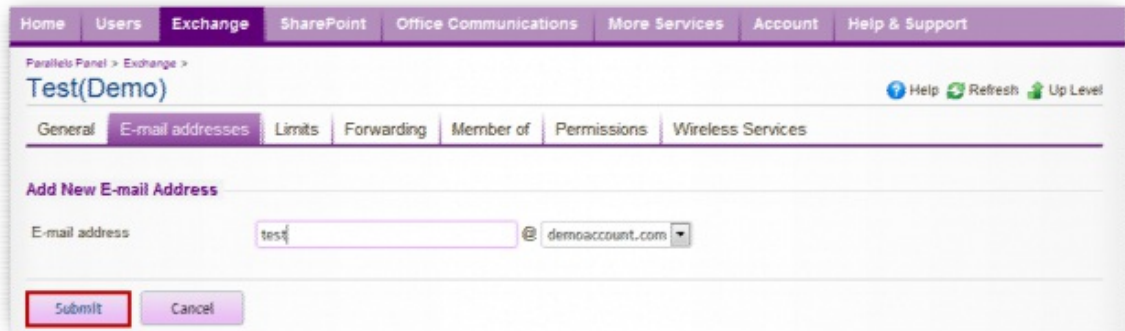
4. Click on 'E-mail addresses'



5. Click 'Add New E-mail Address'



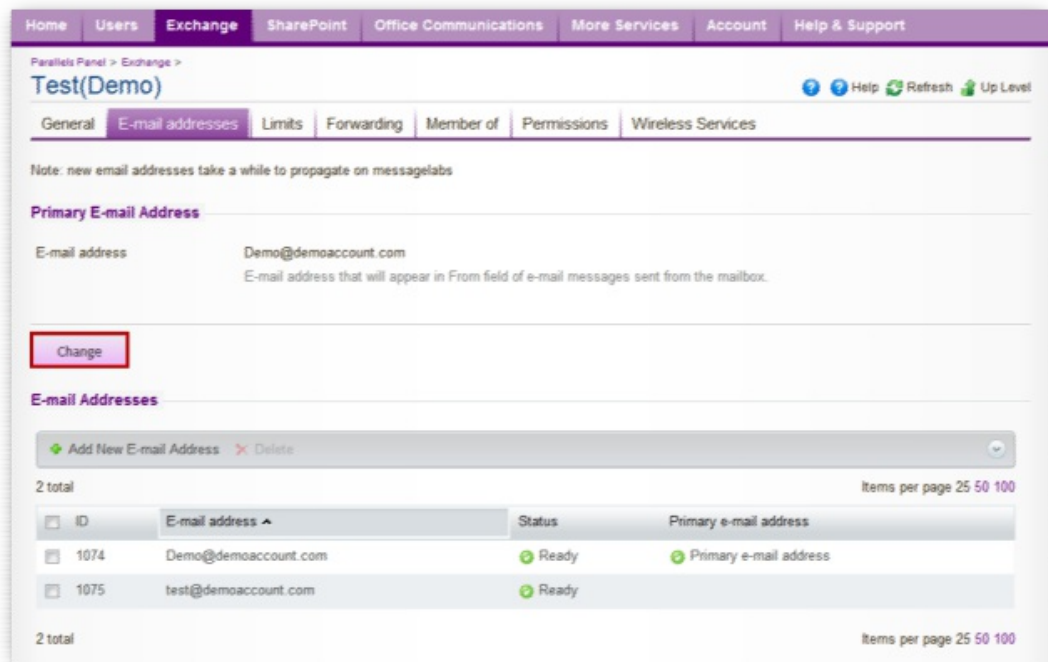
6. Enter the e-mail address required and click **Submit**



## Changing the default e-mail address

To change the primary email address of an account follow the above up to **STEP 5** then perform the additional steps below

1. Click '**Change**' below the primary e-mail address



2. Click '**Set as primary e-mail address**' next to the e-mail address you wish to set

Home Users **Exchange** SharePoint Office Communications More Services Account Help & Support

Parallels Panel > Exchange > TestDemo > E-mail addresses >

## Change Primary E-mail Address

Help Refresh Up Level

Click on "Set as primary e-mail address" link corresponding to e-mail address you want to use as primary. Check "Synchronize Service User's login with primary e-mail address" option if you want Service User's login to be the same as primary e-mail address of the mailbox.

2 total Items per page 25 50 100

ID	E-mail address ^	Status	Primary e-mail address
1074	Demo@demoaccount.com	Ready	Primary e-mail address
1075	test@demoaccount.com	Ready	Set as primary e-mail address

2 total Items per page 25 50 100

Synchronize Service User's login with primary e-mail address

<< Back Finish Cancel

If you wish to change the user's login to the default e-mail address, tick the box marked **'Synchronize Service User's login'**. Click **'Finish'**. This completes the change of the default e-mail address.

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