

Add an Alias for Exchange 2013

Last Modified on 23/01/2020 11:34 am GMT

An Alias is an additional email address against a mailbox that emails can also be sent to, emails sent to an alias will arrive to the main inbox as normal.

An Alias can be promoted to become the main email address, known as the *Primary SMTP* or default address, of the account.

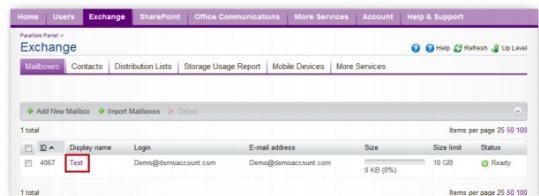
If you need to send as the additional address, it should instead be configured as a [Distribution Group](#), which you can grant Send As permissions over.

Add an Alias

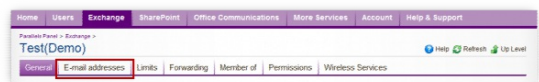
1. Log in to the Control Panel with your reseller account (<https://controlpanel.hostedservices.com>) and then log in as the relevant customer.

2. Click on **Exchange**.

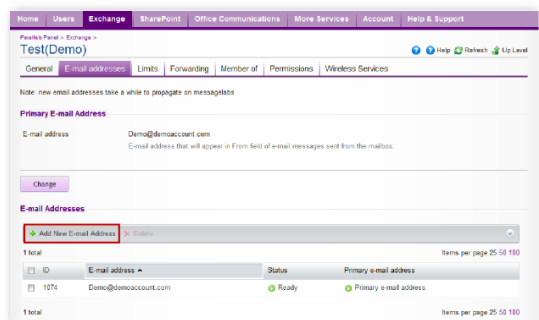
3. Click on the display name of the account you wish to add an alias to.



4. Select the **E-mail addresses** tab

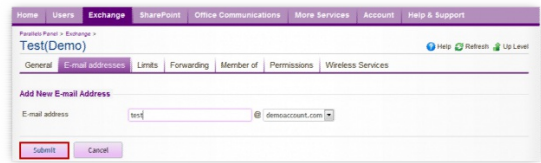


5. Click **Add New E-mail Address**



6. Enter the e-mail address required

7. Select Submit

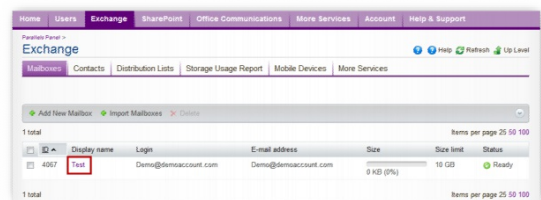


Change the Default Address

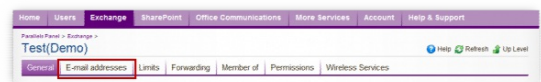
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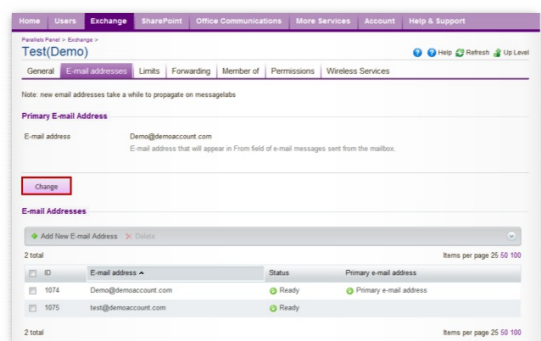
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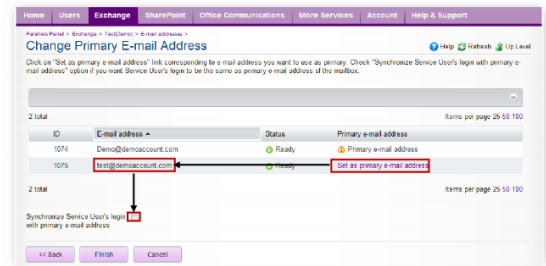
4. Select the E-mail addresses tab



5. Click Change (below the primary e-mail address)



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



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