Creating new alias addresses

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2 Creating new Alias addresses

To maintain an E-Mail address under your domain, you do not necessarily have to set up a mailbox. By using so-called **Alias-Addresses**, you have the option to set up any E-Mail address, that can forward to one or more E-Mail addresses.

1. Go onto [https://hcc.genotec.ch](https://hcc.genotec.ch) and log in with domain, your username and password.

2. **Alias-Addresses** can be set up in the **Email** section of the Hosting Control Center.
3. There, click on the symbol labeled Email Aliases.

4. Now, select „New Alias Account“

5. Under Alias Address enter the desired E-Mail Address for your mailbox. For the Point Address enter the desired E-Mail address you want it forwarded to. You can enter several Point addresses by separating them through commas «,». Click on Send to create the Alias.
2.1 Notes on Alias-Addresses

- Alias-Address will be activated in the system after about 10 minutes.

- You can set up any number of Alias-Addresses.

- A maximum of about 100 Point-Addresses can be defined per Alias (depending on the number of characters).

- Any valid E-Mail Address can be used as a Point-Address. It can also be a different E-Mail Address (also Alias-Address) from the domain.

- Alias-Addresses do not support out-of-office notifications.

- Alias-Addresses are always checked for viruses.

- Alias-Addresses do not – unlike Mailboxes – have their own Spam filter.

- If you want to use an address that already has a mailbox installed, an error message will appear.

- If you want to use an address that is already set up as a mailing list or is reserved for one, an error message will appear.

- Messages sent to an Alias-Address are always directly forwarded. Mails will not be saved on the Server nor can they – as with a mailbox – be picked up via Webmail or Mailclient. That is why passwords are not necessary for Aliases.