



Creating an Alias for Your University Email Account

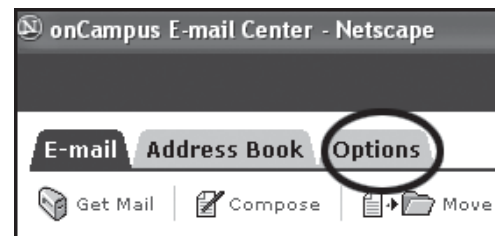
Each MSU employee has a university email account in the form of **netid@msstate.edu**. Employees can choose an email alias for their university, or **netid@msstate.edu**, email address. An alias is an alternate name for an email address. The alias consists of one or more parts of the employee's first, middle and preferred name separated by periods, together with the complete last name. Once an alias is created, it can be used interchangeably with the **netid@msstate.edu** email address. This factsheet will walk you through the step-by-step instructions for creating an alias for your university email account.

1. First, login to the **onCampus** portal (see the ITS factsheet entitled, "onCampus: Logging In" at <http://www.its.msstate.edu/Information/Documentation/pdfs/factsheets/onCampus/onCampusLogin.pdf>).

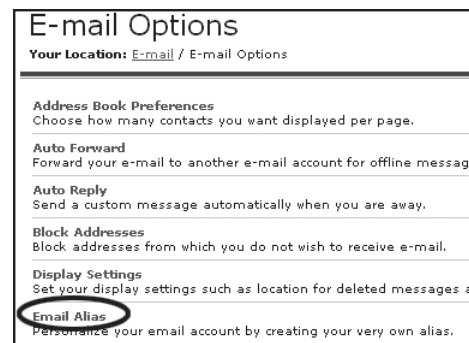
2. Click on the **e-mail** icon at the top right of the **onCampus Main Menu**.



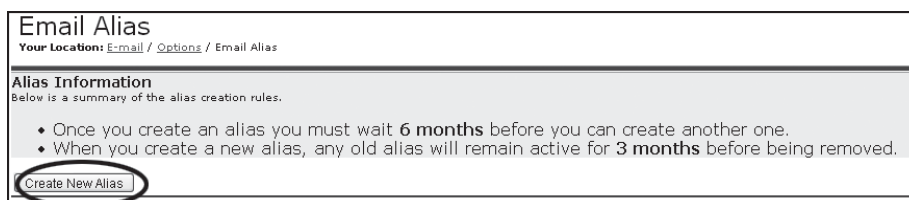
3. The **onCampus Email Center** is displayed. Click the **Options** tab.



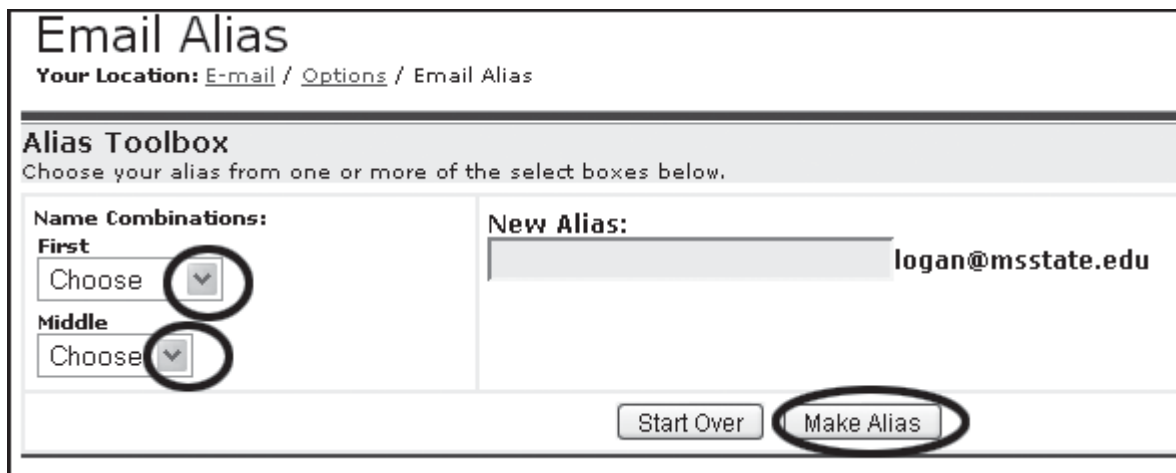
4. The E-mail Options page appears. Click **Email Alias**.



5. The **Email Alias** page appears. Read the **Alias Information** on that page. Click the **Create New Alias** button.



6. In the **Alias Toolbox**, select the name combinations from the pull-down menu. When you have selected a name combination, it will appear in the **New Alias** field. When you have finished, click the **Make Alias** button.



Examples of some possible aliases for employee John Michael Rackley with the preferred name of Mike include:

Mike.Rackley@msstate.edu
 John.Michael.Rackley@msstate.edu
 John.M.Rackley@msstate.edu
 J.M.Rackley@msstate.edu
 M.Rackley@msstate.edu

Note: The alias will only apply to your university email address, not your departmental address.

7. Congratulations, you now know how to create an alias for your university email account.

CONTACT INFORMATION

Voice: 325-0631

Email: helpdesk@msstate.edu

Web: www.its.msstate.edu