

User Services

July 2000

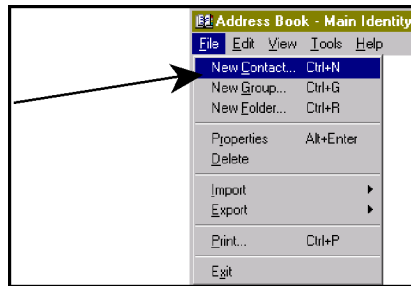
Microsoft Outlook: Creating Email Aliases

An email alias is an alternate name for an email address. For example, this simple, one-word nickname allows you to substitute the email address “ais4203.spring2001@courses.msstate.edu” with the alias “4203”. This document describes alias creation for the Microsoft Outlook Family, which includes the 97, 98, 2000, and Express versions of this software. Novell Groupwise, Pine (via Ra), Pegasus Mail, Eudora, and IMP are described in the document, **Creating Email Aliases**.

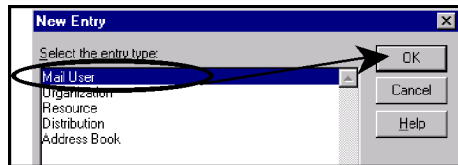
OUTLOOK 97/98/EXPRESS

1. After you start Outlook, choose **Tools ▶ Address Book...** from the menu bar.

2. In the Address Book window, choose **File ▶ New Contact...** from its menu.



a. **NOTE TO OUTLOOK 97 & 98 USERS:** If you are prompted to select an entry type, choose **Mail User**, then click **OK**. If no prompt is given, skip to step 3.

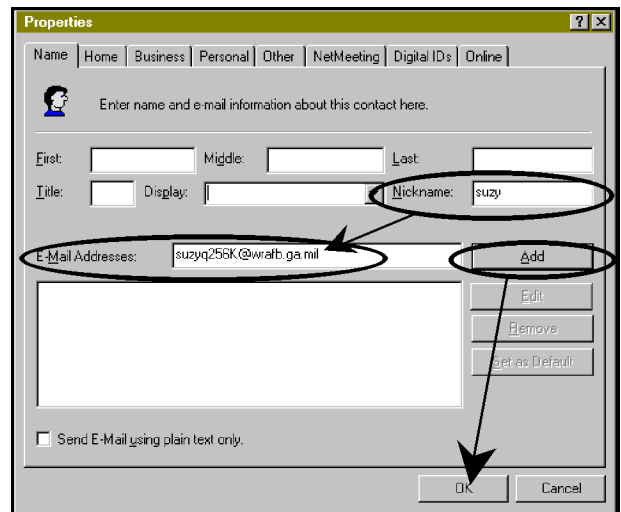


3. In the Properties window, type a single, short, and easy to remember word into the **Nickname** text box. Minimally, you need only fill in the **E-Mail addresses** text box next.

4. Click **Add** then, **OK** to save your new nickname.

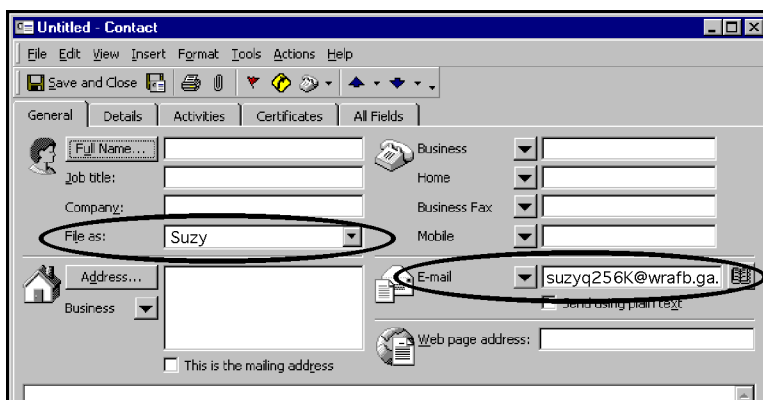
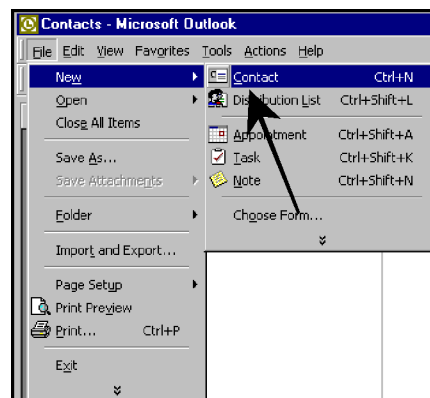
5. In the Address Book window, choose **File ▶ Exit** to exit the address book.

6. Now, every time you compose a message, you can type the alias (previously typed in step 3) in the **To** or **Cc** fields and Microsoft Outlook will recognize your nickname, converting it upon sending to a full email address.

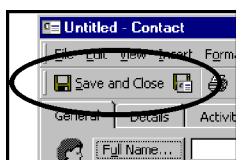


OUTLOOK 2000

1. After starting Outlook 2000, choose **File** ▶ **New** ▶ **Contact** from the menu bar.
2. In the **Untitled - Contact** window, type a single, short, and easy to remember word into the **File as:** text box. Minimally, you need only fill in the **E-mail** text box next.



3. Click **Save and Close** to save your entry and add it to your personal address book.



4. Now, every time you compose a message, you can type the alias (previously typed in the **File As:** box in step 2) in the **To** or **Cc** fields and Microsoft Outlook 2000 will recognize your alias, converting it upon sending to a full email address.

With Outlook (as well as other email programs), you can maximize the use of your newly created aliases by generating an email list containing individual nicknames, then creating another single nickname that refers to that list. When creating such an email list, Outlook will allow you to mix nicknames with full email addresses as well. For more details on this and other email topics, be sure to visit <http://www.its.msstate.edu/email.html>.

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