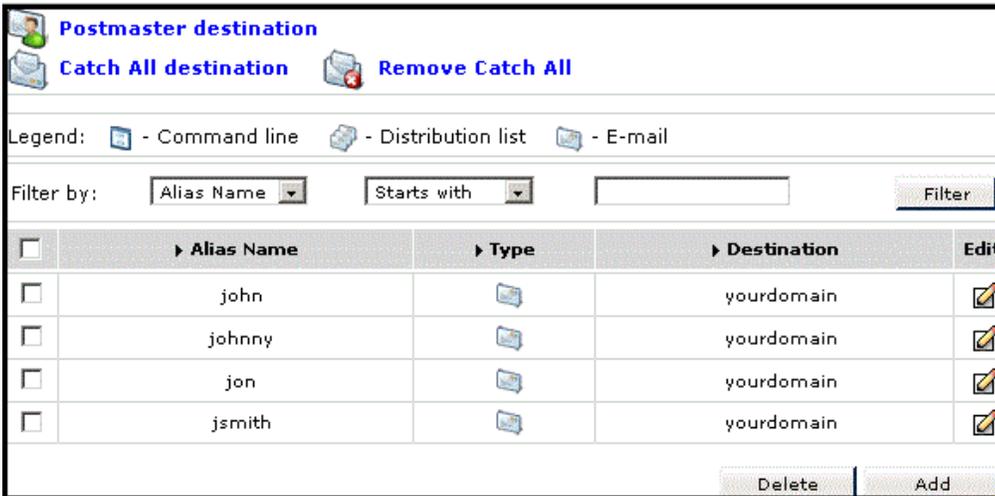# How To Create Aliases In Site Manager

The **Aliases** section shows all the aliases you have created for your e-mail accounts. It also allows you to add, edit, or delete aliases. **(Figure 1)**.

(Figure 1: Aliases Example Screen)

An e-mail alias can be setup to forward messages to an individual, distribution list, or an application for processing. You can create four kinds of aliases **(Figure 2)**:

- **E-mail alias:** An e-mail alias will redirect e-mail addresses sent to one location to go to another one. For example, if someone sent an e-mail to johndoe@yourdomain.com, you could setup an e-mail alias to redirect e-mail sent to johndoe@yourdomain.com to go to john@yourdomain.com or johndoe@aol.com.
- **Distribution List alias:** The distribution list is used to redirect e-mail sent to one address to multiple addresses. This would be useful if you need multiple people to receive messages sent to sales@yourdomain.com. You could create a distribution list for sales@yourdomain.com to go to addresses both within your account and/or off-site as appropriate.
  NOTE: The Distribution List is currently restricted to a max of 100 mail e-mail addresses. This limit will be raised in the near future, but for now, if you have a mailing list larger than 100 addresses you will need to use DadaMail. Instructions on using DadaMail are in the Using Site Applications section.
- **Catch All alias:** A Catch All alias will capture and forward e-mail sent to addresses that are misspelled or non-existent. For example, if someone sent an e-mail to jondoe@yourdomain.com instead of johndoe@yourdomain.com, the Catch All account would make sure that the misspelled receiver didn't bounce. You can only set up one Catch All alias.
- **Command:** The Command alias is used to redirect e-mail sent to an address to a script. This can be useful to send e-mail sent to unsubscribe an address to be automatically removed from your mailing list through the use of a Perl (or other language) script. We do not provide support for scripts of this fashion as long as Perl is functioning properly.
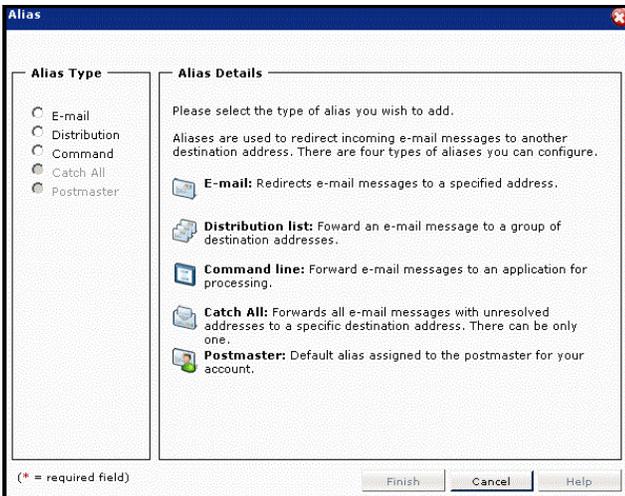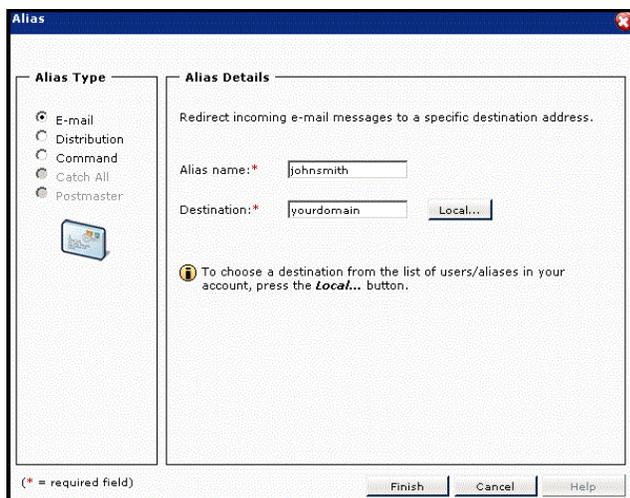

(Figure 2: Alias Selection Screen)

To Create an E-mail Alias (Figure 3):

1. Click the **Add** button under the current list of aliases.
2. Click on the **E-mail** radio button (⊙) from the **Alias Type** section.
3. Type a name in the **Alias name** field for the alias. This name is the address that e-mail is sent to that this alias will apply to.
4. Choose a **Destination** for this alias. You can type in an external destination such as yourdomain@myisp.com, have it delivered to a local account by clicking the **Local** button and selecting the name from the Local E-mail menu.
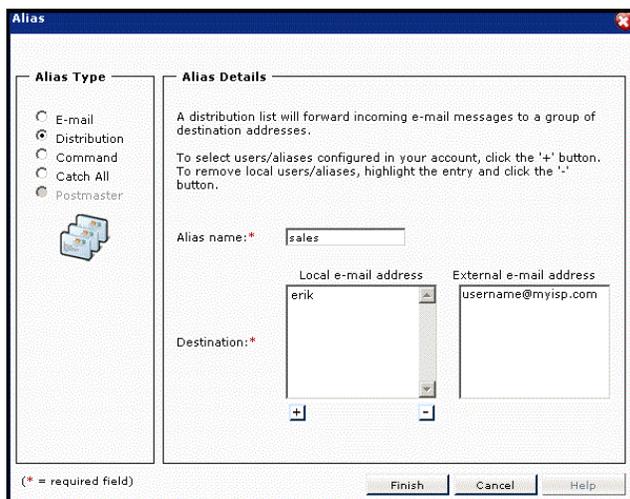
5. Click the Finish button.

(Figure 3: E-mail Alias Example Screen)

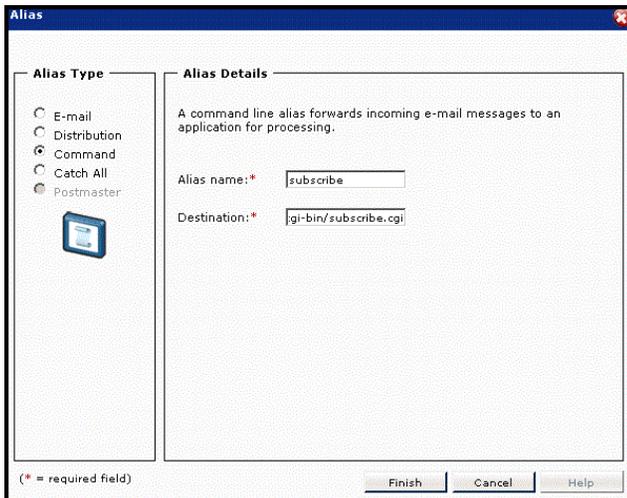**To Create a Distribution List Alias:**

1. Click the **Add** button under the current list of aliases.
2. Click on the **Distribution** radio button (⊙) from the **Alias Type** section.
3. Type in a name for this alias in the **Alias name** field. This name is the address that e-mail is sent to that this alias will apply to. For example, if e-mail is sent to sales@yourdomain.com, you would type in sales.
4. Choose a **Destination** for this alias. You can choose both local and external addresses for your distribution list.
5. Click the **Finish** button.

(Figure 4: Distribution List Alias Example Screen)

To Create a Command Alias:

1. Click the **Add** button under the current list of aliases.
2. Click on the **Command** radio button (⊙) from the **Alias Type** section.
3. Type in a name for this alias in the **Alias name** field. This name is the address that e-mail is sent to that this alias will apply to.
4. Next, specify the location and file name of the program you want to run when an e-mail is received at this address in the Destination field.
5. Click the Finish button.

(Figure 5: Command Alias Example Screen)

To Create a Catch All Alias:

1. Click the **Add** button under the current list of aliases.
2. Click the **Catch All** radio button (⊙) from the **Alias Type** section.
   NOTE: Once you have created a Catch All alias, the Catch All option will no longer be selectable in this list.
3. Type a destination in the **Destination** field for the e-mail this applies to. You can have it delivered to an external destination such as yourdomain@myisp.com, have it delivered to a local account by typing in just the name in the destination box, or choose the name from the **Local** E-mail menu.
4. Click the Finish button.
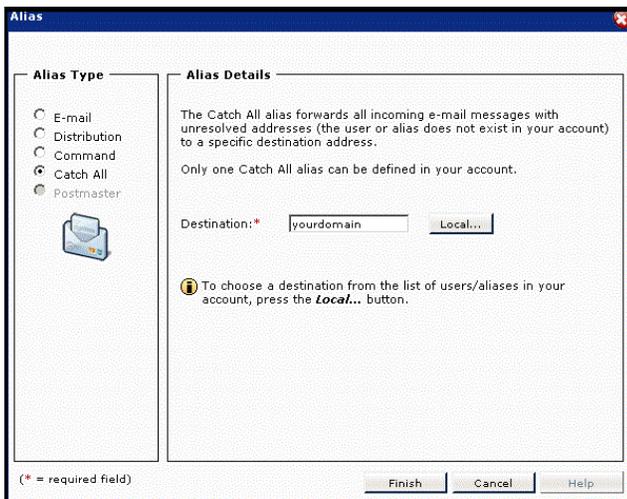
(Figure 6: Catch All Alias Example Screen)

To Edit an Aliases Settings:

1. Click on the Edit Icon (🖉) at the far right of the same row as the Alias you want to edit.
2. You will be taken through the same screens you went through when you created the alias. In these screens, you can adjust any settings you want to.