

4. Type the new alias name in the **CREATE ALIAS** box.
5. Click on the **OK** button (notice at the bottom of the screen, a section called **Members of ???**).
6. Use query to locate the recipient addresses.
7. Click on the address or addresses to be associated with the new alias. Click on the **ADD** command button.  
OR  
Double-click on the address(es).
8. Click on the **SAVE** command button.  
The newly created alias will appear in the window.
9. Click on the **CLOSE** command button.

**Exercise**

In this exercise you will create an alias which includes all participants in the class.

1. Select **OPTIONS** from the Mail Manager window.
2. Click on **ALIAS**
3. Click on the **NEW** button
4. Type in an alias name followed by **Ok** *Type name in lowercase characters.*
5. Use **QUERY** to locate the recipients name
6. Double-click on the address in order to add it to the alias list *or, click once on the address and click on the command button **ADD**.*
7. Follow steps 5 and 6 until you have added all of the addresses to the alias
8. Click on **SAVE**