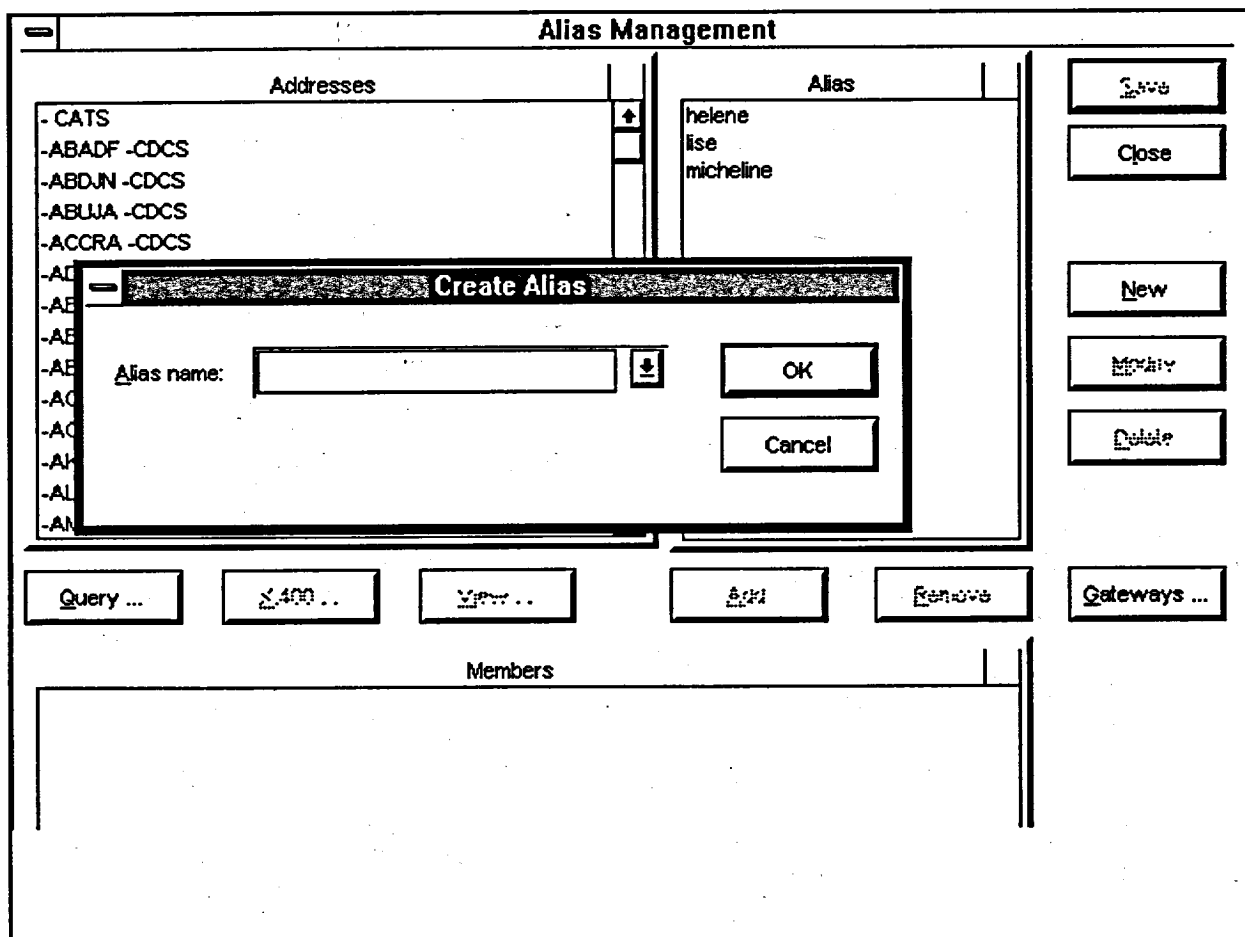


## CREATING AN ALIAS

An alias is a name given to represent a user or group of users with whom you interact on a regular basis.

This tool minimizes the amount of time involved when required to send messages to other users, particularly when sending the same message to many users. Once created, the alias name can be typed in the recipients section of the Compose Message window.

(Please note that there cannot be more than 50 user addresses to each single alias).



### Method

To create an alias:

1. Select **OPTIONS** in the Menu Bar of the Mail Manager window.
2. Select **ALIAS**.
3. Click on the **NEW** command button.