## Setting up @virginia.edu Alias Instructions

**1.** Go to <u>https://ams.itc.virginia.edu/config/index.cgi</u> (this will require you log in with your Net badge account)

2. Click the "Manage Aliases" link

UniversitygVirginia	
UVa Email Address Managem	ent
Logged in as crm4f	
	Manage Aliases
	Manage Deliverable Addresses

Check to see if you already have a @virginia.edu alias setup to go to your @uvawise.edu deliverable address. If you do, you do not need to proceed any further.
If you don't, continue to step # 4

Current Aliases ( Maximum of 7 )	
Current aliases in this domain	Deliverable Address
crm4f (@virginia.edu)	crm4f@uvawise.edu ▼

4. Click the "Deliverable Addresses" option on the upper left side of the screen then ensure you have a deliverable address listed that matches your @uvawise.edu email address



5. If not, use the "Add a deliverable address..." section to enter your @uvawise.edu email address then click "Submit"

		Your deliverable addresses: (Maximum of 5)
crm4f@uvawise.edu	active	1
Add a deliverable address in the format "youraddress@yo	urdomain.virginia.edu"	
		Submit

6. Once you have confirmed you have a deliverable address setup click on the "Aliases" link above the deliverable addresses section

UNIVERSITY/VIR	GINIA
UVa Email A	ddress Management
Manage Deliv	verable Addresses for
Home - Help -	Work with: Aliases
	с
	Add a deliv

7. On the Manage Aliases page you should already have "Virginia.edu" selected in the first section,

Select the email domain in which you would like to add or change an alias. The "domain" is the part of your email address after the @ symbol.	virginia.edu Select	•
		_

**8.** Next enter your UVa-Wise username (without the @uvawise.edu at the end) in the "Check an alias' availability" section then click the Check Alias option.

Current Domain		virginia.edu	
Check an alias' availability:			Check Alias
	1		

**9.** Confirm you want to set your alias to link with your @uvawise.edu address then check on the Manage Aliases page at the bottom to ensure your @virginia.edu alias is linked to the @uvawise.edu deliverable address:

Current aliases in this domain Deliverable Address	Drop Alias
crm4f (@virginia.edu) crm4f@uvawise.edu ▼	Primary Address (permanent alias)