

An email alias is an alternative email address that forwards messages to a primary email account. It allows users to receive emails at multiple addresses without managing separate inboxes.

Using an Email Alias with a .org and .gov Domain

- **.org Alias:** Organizations, especially nonprofits and regional councils, may create email aliases for specific purposes (e.g., *grants@yourorganization.org* forwarding to *jdoe@yourorganization.org*). This helps streamline communication and manage different functions within the organization.
- **.gov Alias:** Government agencies use .gov domains to ensure credibility and security. A .gov alias (e.g., *info@county.gov* forwarding to *jdoe@county.gov*) allows departments or officials to receive relevant messages while protecting their primary email accounts.

Key Notes:

- ✓ **No Separate Mailbox:** An alias is not a separate inbox; all emails go to the primary email.
- ✓ **Multiple Aliases:** You can add multiple aliases to one email account.
- ✓ **Sending from an Alias:** By default, you **cannot send emails from an alias**, but you can configure it in Outlook using **"Send As" permissions** if needed.

How Aliases Work When Sending Emails

- By default, **emails sent from an alias will display the primary email address** in the "From" field.
- If you want the alias to appear as the sender, you need to **enable "Send As" permissions** in Microsoft 365.

What the Recipient Sees

- **Without "Send As" permissions:** The recipient sees your **primary email address**.
- **With "Send As" permissions:** The recipient sees the **alias email address**.