



Email Alias

(Also known as: EMNA, Email Names)

- Eligible:** Faculty, Physician, Staff, Students, Research, IT Professionals
Availability: 24 hours, Daily
Support: Monday - Friday, 8 a.m. - 5 p.m.

Email Aliases are names that can be used in a user's email address as an alternative to using the sometimes-confusing network IDs. This is useful for making it easier to remember and distribute one's email address.

- The format for NetIDs are as follows: NetID@emory.edu
- The format for Aliases are as follows: Alias@emory.edu

As an example, a user named Albert Einstein might have a NetID of aeinste@emory.edu. But with an alias, he can now use albert.einstein@emory.edu on the same email account.

Every email name at Emory is associated with either @emory.edu or @emoryhealthcare.org. Email names in school or department-based email systems are not centrally managed or assigned.

Users can have multiple email names without having separate accounts. One of the email addresses can be designated as the user's official Emory email address; it will be the address to which Emory sends official email and will be used in certain Emory directories. This designated name will appear as the "From" address on Enterprise Exchange, the address from which the user's email appears to originate.

Login to [ENID](#) to choose an email name or alias.

Benefits

Provides Accessibility: Used to establish preferred email names

Encourages Continuity: Allows an email subscriber to choose a preferred email name thereby encouraging continuity of addresses and address books

Features/Options

Multiple Name Selection: Selection of up to three email names

Self-Selected Names: Employees may also provisionally obtain other appropriate names

Previously Used Alias: Any previously obtained email alias is also available and pre-approved



Service Overview

Email Name Creation: Pre-approved email names are automatically generated from your legal name and your name as shown in the On-Line Directory

Costs

No additional costs.

Customer focus is vitally important to our service mission. We encourage users to contact the Service Desk (404-727-7777) for immediate response to critical service needs. There are four ways to interact with us to request assistance online:



Help: Assistance with all service How-To questions



Fix: When a service is broken or malfunctioning



Order: Allows requests or access to a service



Develop: Suggestions for new IT services or improvements

Additional Information: http://it.emory.edu/catalog/email_alias/