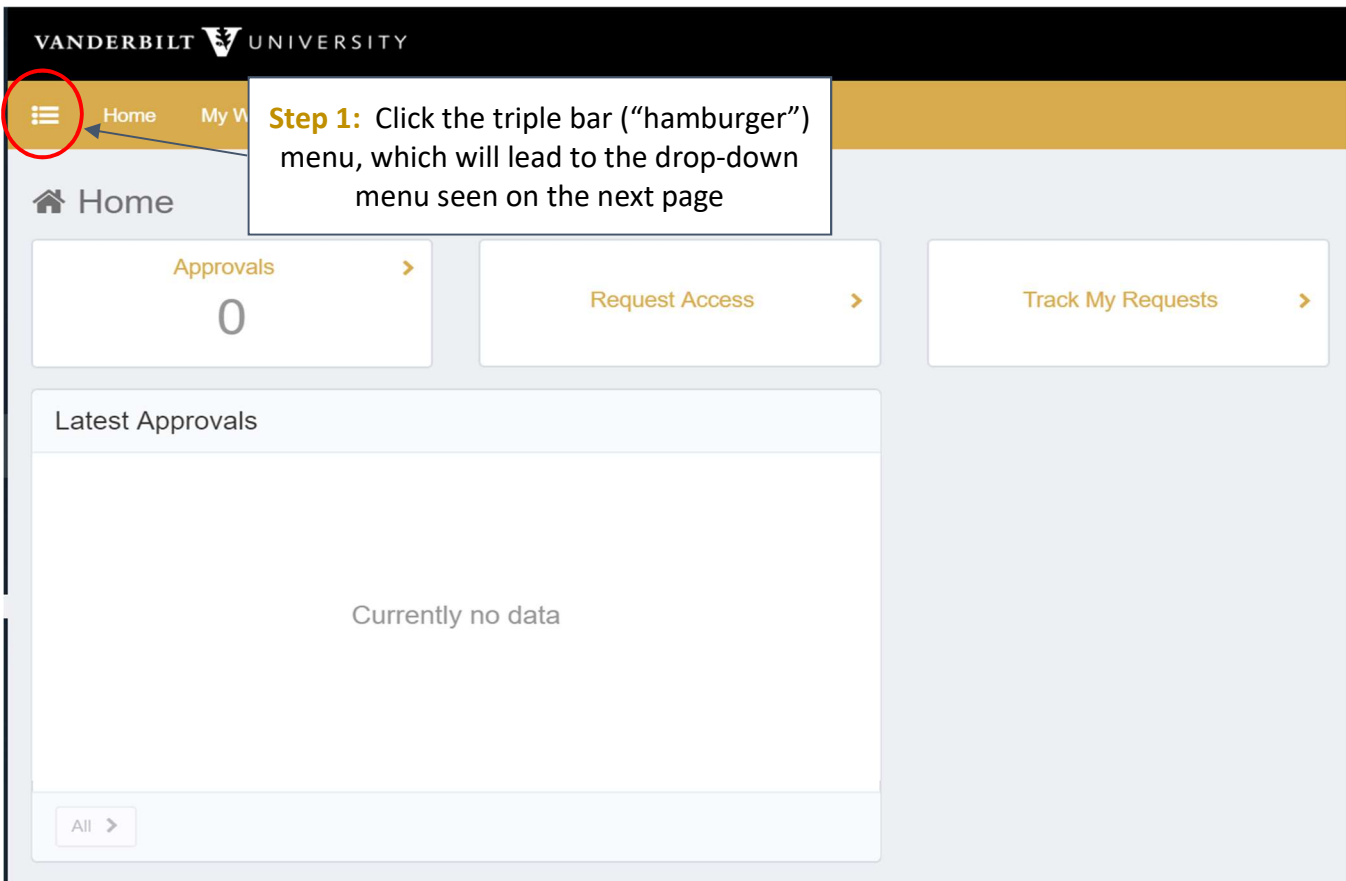




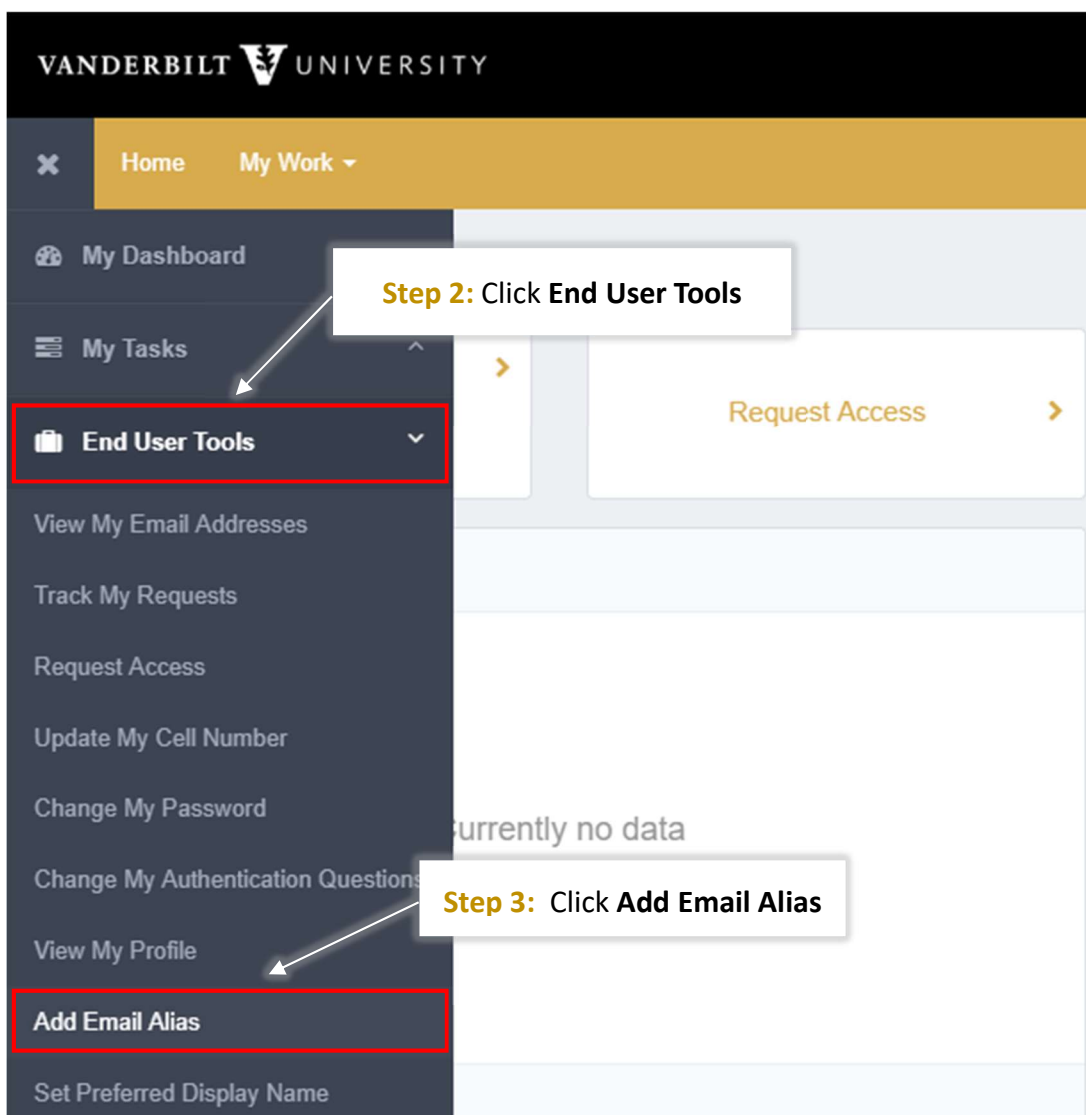
Adding an Alternate Email Address

Alternate Email Address

Step 1: Follow this [link](#). After signing in, you should see the screen below.



Steps 2 & 3: Select **End User Tools**, then **Add Email Alias**.





Adding an Alternate Email Address

Steps 4 & 5: Enter your desired alternate email address(es) and submit your request.

Add Email Alias

Your permanent email address is the original email address issued to you when you joined Vanderbilt. Your primary email address is the address that you will send emails from and will be your visible presence in the address book. You can also add up to 2 additional aliases that will deliver mail to your mailbox, but will not be available to send from.

Step 4: Enter your desired email address in the **Alternate Email Address1** field. If desired, enter a second alternate email address in the **Alternate Email Address2** field.

Please add/edit your email addresses below:

Alternate Email Address1: <input type="text"/>	Domain @Vanderbilt.Edu
Alternate Email Address2: <input type="text"/>	Domain @Vanderbilt.Edu

Step 5: Click **Continue** to submit the request.