Non-personal email addresses

In some cases, it is interesting that a group of people or an entity (department, service, research group, etc.), or a specific topic (congress, research topic, etc.) have their own, independent email address of the personal address of one of the members or persons in charge of said entity or subject.

Mail alias

It is perfectly possible to create a non-personal address by defining an "alias" of mail, that is, an address that corresponds to another or others.

For example; Toni.Perez@uv.es, Joan.Lopez@uv.es, Lluis.Ruiz@uv.es are the addresses of Toni, Joan and Lluís; people responsible for sending the mail of the "Department of Fresh Studies". An alias is defined, "frescos@uv.es", so that any message addressed to it reaches the mailboxes of Toni, Joan and Lluís. Any one of them answers and warns the other two, for example by sending a copy of the response.

Note that this does not imply the creation of a separate mailbox for "fresh", with the corresponding password, but only it is a new email address.

Additionally, a "Reply-to:" header can be inserted so that when a message addressed to the alias is answered, a copy is automatically sent to the same alias (so that the rest of the managers can see the answers).

To request the creation of an "alias", contact the CAU.

It is possible to create an alias addressed to a single person (account). But, the mandatory condition for assigning these new addresses is that they are non-personal (corresponding to an organization, group, entity, magazine, congress, etc.). Applications that simply want to provide the user with a new identity or a more pleasant address are not accepted.

It should be noted that this is equivalent to providing the user with more than one email address, with the additional possibility of having more than one mailbox if the address points to a mailbox other than the normal one ("secondary inbox", see the following text)

Secondary entry mailboxes

You can create a "Non-personal address" (alias) that delivers messages to any of a user's mailboxes, not just the inbox (INBOX).

Process:

1. If you do not already have the alias, request it using the previous form.
2. Create a remote mailbox using a mail program (for example, the mail interface)
3. Configure a filter in the user's account by mail - Configuration-Filter

- The alias can deliver the messages to one or more people, any of these people can configure a secondary mailbox for this alias or let the messages be delivered to the inbox (which is what happens by default).

Steps to create a remote mailbox through the www interface:

1. Connect
2. Click on the icon "Mailboxes"
3. Choose a name for the new mailbox
4. Write it in the box next to the "Create mailbox" button
5. Press the button

Steps to define a filter through the www interface:

The filter to be defined must send the messages containing the header "To:" (recipient) the address of the alias (for example "dep.frescos") to the chosen remote mailbox.

Steps to define a filter:

1. Connect and enter Settings-Filters
2. Add rule
3. In the "To: contains" box, enter the address of the alias (for example: "dep.frescos");
4. Mark "Save to" and choose the desired mailbox in the drop-down
5. Click on "Save rule"
6. Press "Exit"
En algunos casos, es interesante que un grupo de personas o un ente (departamento, servicio, grupo de investigación, etc.), o un determinado tema (congreso, tema de investigación, etc.) disponga de una dirección de correo propia, independiente de la dirección personal de uno de los miembros o responsables de dicho ente o tema.