

Tip – Setup Harvard Alias Email Address

In anticipation of the changeover to a Microsoft Exchange Email server, all users should have the Harvard Alias Email (e.g. john_harvard@harvard.edu) setup in the current Eudora or Outlook email client.

The Harvard Alias Email address must be used once all accounts are on the Exchange Mail server as any absolute email addresses (jharvard@camail.harvard.edu) will cause messages to have delivery problems.

By checking and setting the Harvard email alias now, future problems will be eliminated.

Please note: A Harvard alias is not automatically setup when new user email accounts are created. An alias is usually requested for most regular staff at Harvard, but not for students or consultants. There is no additional monthly charge for a Harvard alias. All Harvard aliases require a valid Harvard University ID number. To request a Harvard alias, please contact your local email administrator.

To setup the Harvard Email Alias in Eudora:

1. From the Tools Menu, select Options.
2. Click on the Getting Started icon and check or set:
 - a. Return address to your Harvard email alias (e.g. john_harvard@harvard.edu).
3. Click on the Sending Mail icon and check or set:
 - a. Return address to your Harvard email alias.
4. Click OK to set the changes, or click cancel if no changes were made.

To setup the Harvard Email Alias in Outlook:

1. From the Tools Menu, select Options.
2. Click the Mail Setup tab.
3. Under the Email Accounts section, click the Email Accounts . . . button.
4. In the Email Accounts Wizard:
 - a. Click Next to accept the default (View or change existing email accounts).
 - b. In the list of Email accounts for which Outlook processes email, click the Change button.
 - c. On the Internet Email Settings (IMAP), under the User Information section, check or change the E-mail Address to your Harvard email alias (e.g. john_harvard@harvard.edu).
5. Click Next to return to the Email Accounts Wizard.
6. Click Finish to close the Email Accounts Wizard
7. Click OK to close Options box.

Whenever you need help with any computer issue, please check our Support Services website as information is constantly added and updated:

http://www.uis.harvard.edu/support_services/