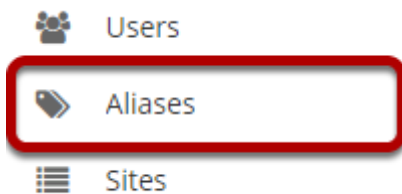


# How do I add an alias?

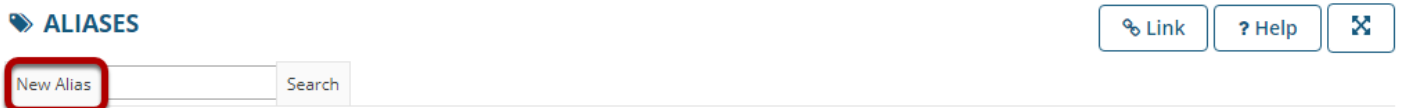
Aliases may be added in several ways: using the Aliases tool, when creating or editing a site in Sites, or when adding the Email Archive tool. All existing aliases in the system will appear listed in the Aliases tool, regardless of how they were added.

## Adding an alias from the Aliases tool.



Select the **Aliases** tool from the Tool Menu in the Administration Workspace.

## Click New Alias.



## Enter the alias and its target.



Enter the alias you would like to create, as well as the target site for which it will be used. Then click **Save**.

For example, to create an alias named courserereview for a site with a site id of 5b82bd8e-de65-4536-9567-90b58813cead, you would enter:

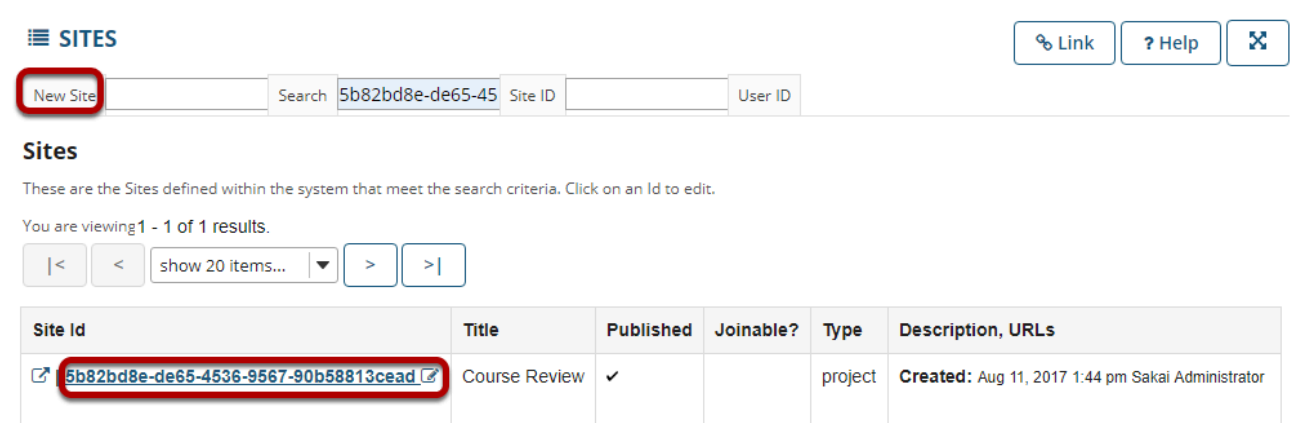
- Alias = courserereview
- Target = /site/5b82bd8e-de65-4536-9567-90b58813cead

## Creating an alias from the Sites tool.



Select the **Sites** tool from the Tool Menu in the Administration Workspace.

## Select a site to edit.



Select either **New site** or click on the site id link for an existing site to edit.

## Enter the alias.

**SITES** [Link](#) [Help](#) [X](#)

[Remove Site](#) [Save As](#)

**Edit: Site 5b82bd8e-de65-4536-9567-90b58813cead**

Review and modify this Site's information.

**Site**

Site Id: 5b82bd8e-de65-4536-9567-90b58813cead

Title:

**Site URL Alias**

Type:

Short Description:

Description:

When creating or editing a site, you have the option to enter an alias in the Site URL Alias field provided.

## Creating an email alias for the Email Archive tool within a site.

When the Email Archive tool is added to a site, the site manager is prompted to enter an alias that will serve as the email archive address.

## Go to Site Info.

Email Archive

**Site Info**

Rubrics

Select the **Site Info** tool from the Tool Menu within your site.

# Click Manage Tools.

Site Information	Edit Site Information	Manage Tools	Tool Order	Date Manager	Add Participants	Manage Participants	Manage Groups
Link to Parent Site	External Tools	Manage Access	Import from Site	Import from Archive File	User Audit Log	Manage Overview	

# Select the Email Archive tool.

Manage Tools

General12

☒ Overview

For providing an overview of the site, including the site's description and recent announcements, messages, and events

☒ Announcements

For posting and viewing current, time-critical information

☒ Assignments

For posting, submitting, and grading assignments online

☐ Calendar

For posting and viewing events, such as due dates, meetings, and other important dates

☐ Chat Room

For synchronous, real-time written conversations

☐ Commons

For social networking-style posts featuring embedded images and url-to-thumbnail expansion

☐ Contact Us

For gathering feedback and improvements about the site or the system

☐ Drop Box

For private file sharing between the instructor and student

☐ Email

For sending mail to select participants in the site

☒ Email Archive

For viewing email sent to the site's mailing address

Selected toolsRemove

Overview

✕

Announcements

✕

Assignments

✕

Email Archive

✕

Forums

✕

Gradebook

✕

Lessons

✕

Resources

✕

Rubrics

✕

Site Info

Syllabus

✕

Tests & Quizzes

✕

☐ Enable Mathjax for automatic rendering of LaTeX and AsciiMath in this site. [Learn More.](#)

# Scroll down and click Continue.

CONTINUE

Cancel

## Enter the email alias and click Continue.

### Customize tool instances

You can make configuration adjustments later using the configuration capabilities for each tool.

#### Email Archive

\* Site email address  @qa20-mysql.nightly.sakaiproject.org

**CONTINUE**

Back

Cancel