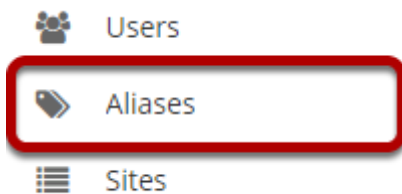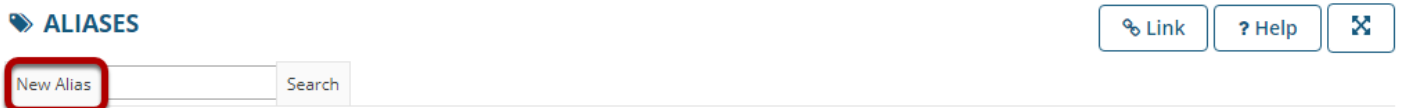# How do I add an alias?

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 coursereview for a site with a site id of 5b82bd8e-de65-4536-9567-90b58813cead, you would enter:
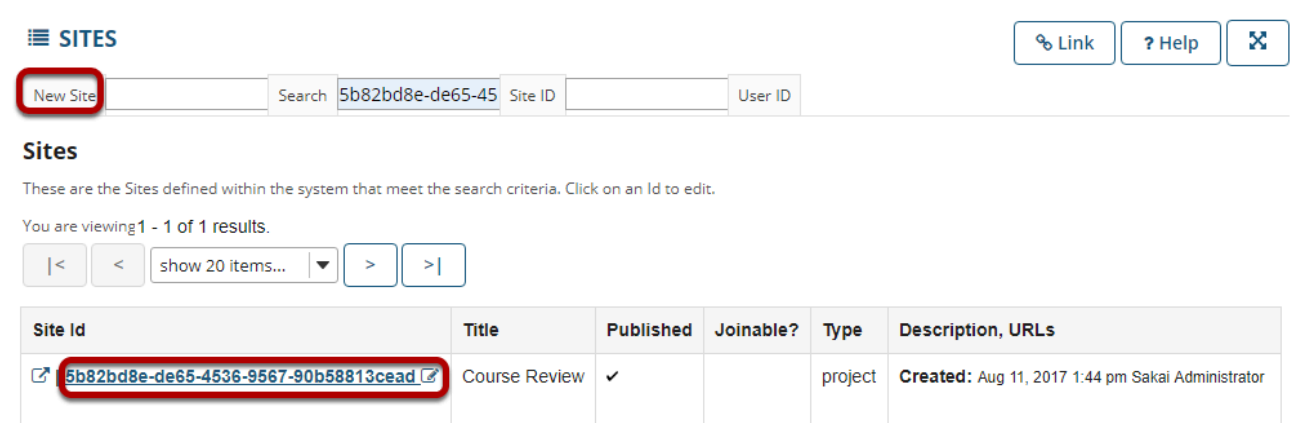
- Alias = coursereview
- Target = /site/5b82bd8e-de65-4536-9567-90b58813cead

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.

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.

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

Click Manage Tools.

Select the Email Archive tool.

Scroll down and click Continue.

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** coursereview @qa20-mysql.nightly.sakaiproject.org

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