

How to create a Email Alias

Log into ASHRAE.org with your account and click MY PROFILE in the top right. Refer to figure 1.

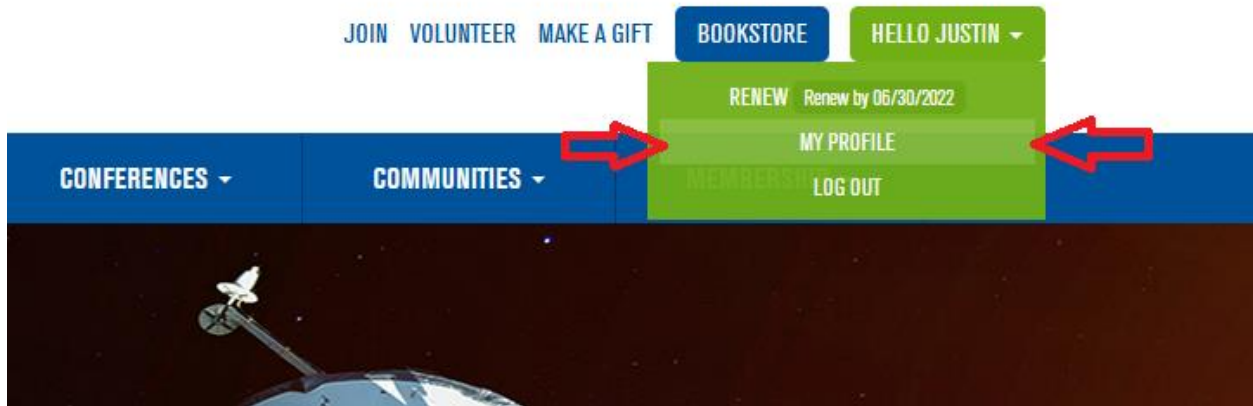


Figure 1. Click MY PROFILE

Click Contact Info. Refer to Figure 2.

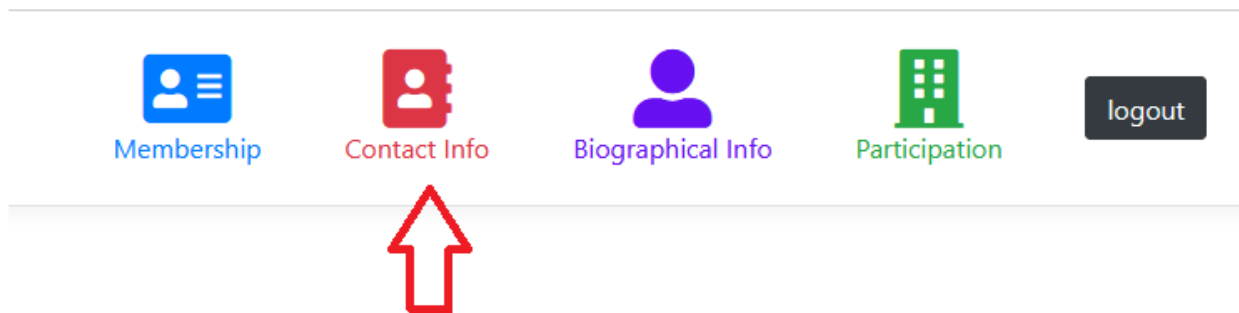


Figure 2. Click Contact Info

At the very bottom below Email Alias click Create/Edit. Refer to Figure 3.



Figure 3. Click Create/Edit

Click the “[here](#)” link at the end of the first sentence. Refer to figure 4.

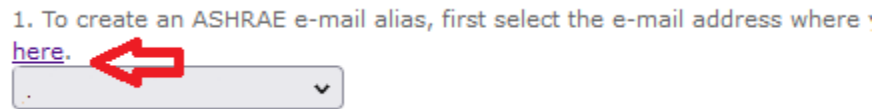


Figure 4. Click the Here button.

Enter your email where you want to receive your ASHRAE related emails and click SAVE.

Refer to figure 5.

Example: `firstname.lastname@company.ca`

edit email information

customer: Your Name

e-mail type:

e-mail:

primary?

Note that your primary email address is your ASHRAE web login id. If you change your primary email address, your login id will change.

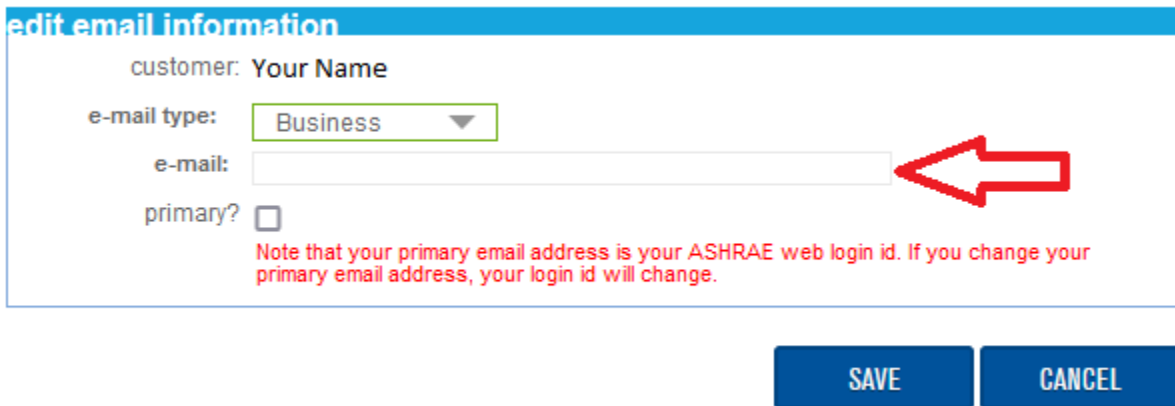
A screenshot of a web form titled "edit email information". The form contains several fields: "customer: Your Name", "e-mail type: Business" (dropdown), "e-mail:" (text input), and "primary?" (checkbox). A red arrow points to the "e-mail:" input field. Below the form is a note in red text: "Note that your primary email address is your ASHRAE web login id. If you change your primary email address, your login id will change." At the bottom right are two buttons: "SAVE" and "CANCEL".

Figure 5. Enter your e-mail

Click Create/Edit again. Refer to figure 6.

Email Alias: [Create/Edit](#)

A screenshot showing the text "Email Alias: Create/Edit" in blue. A red arrow points to the "Create/Edit" link.

Figure 6. Click “Create/Edit”

Your email should appear in the step 1. Enter your preferred Email Alias in step 2 and click submit. Refer to figure 7.

1. To create an ASHRAE e-mail alias, first select the e-mail address where you would [here](#).

2. Next, select the alias you would like: (Ex: firstname_lastname@mail.ashrae.org)

@mail.ashrae.org  Enter email  Click

Figure 7. Enter email and click submit.

Success!

Your new email alias should be created.

You can now use your new ASHRAE email alias.