LexiConn Knowledgebase

How to Edit and Delete E-Mail Aliases

Here is step-by-step information on how to use your Account Manager to edit the information contained within an E-Mail alias and how to delete one if you no longer need it.

1. Log in to your Account Manager
2. Click the "Email Options" button on the left side of the page.
3. Click the "Email Aliases" tab at the top.
4. To delete an Alias, click the orange "Delete" button which corresponds to the alias you wish to delete. A JavaScript pop-up window will ask you to confirm or deny the deletion. To edit an alias, click the blue "Edit" button which corresponds to the alias which you would like to edit.
5. On this page you may make any changes you need to such as changing the location to which the alias is pointed as well as other options you may wish to define like having an alias point to several different addresses. For information on what each configuration option does, click here and begin with step 5. Once you are done making changes, click the orange "Save" button.

https://support.lexiconn.com/kb/questions/116/