

Creating an alias email account for use in Medeo Scheduling, Virtual Visits, and secure messaging

Gmail

Step 1: Make an address you have already created for the family member into an alias email

1. On your computer, open Gmail.
2. In the top right, click Settings
3. Click the Accounts and import or Accounts tab
4. In the "Send mail as" section, click Add another email address.
5. Enter your name and the address you want to send from.
6. Click Next Step Send verification
7. For school or work accounts, enter the SMTP server (for example, smtp.gmail.com or smtp.yourschool.edu) and the username and password on that account.
8. Click Add Account.

Step 2: Confirm the address

1. Sign in to the account you added.
2. Open the confirmation message you got from Gmail.
3. Click the link. Step

Step 3: Change the "From" address

1. In the message, click the "From" line. (If you don't see this, click the space next to the recipient's email.)
2. Select the address to send from.

Hotmail – Outlook.com (Microsoft Account)

Add an alias email address

1. Sign in to your Microsoft account
2. Go to Help type in: "Add an alias"
3. Under Add an alias, do one of the following:
 - a. Create a new Outlook.com email address and add it as an alias. \
 - b. Add an existing email address as an alias.
4. Select Add alias.

Yahoo

1. Click the Settings icon

2. Click More Settings.
3. Click Mailboxes.
4. Click the More icon next to "Disposable email address."
5. Click Add.
6. Enter a base name, then click Next.
7. Enter a keyword after the base name.
8. Optionally, enter your sending name and a description.
9. Click Save.

Apple (iCloud)

1. In Mail on iCloud.com, click the Action pop-up menu in the sidebar, then choose Preferences.
2. Click Accounts, then click "Add an alias."
3. Provide the requested information:
 - a. Alias: The text you provide becomes the email address (alias@icloud.com). An alias must contain between 3 and 20 characters.
 - b. Full Name: The name you provide appears in the From field of the messages you send. o Label: iCloud Mail uses the label to categorize messages sent to the alias. Alias labels appear only in Mail on iCloud.com.
 - c. Label Color: Messages sent to the alias appear in your Inbox on iCloud.com with the label color you specify.
 - d. Click OK, then click Done.

Telus: Contact a customer service representative

Shaw: Contact a customer service representative