

# Virtual Recipients

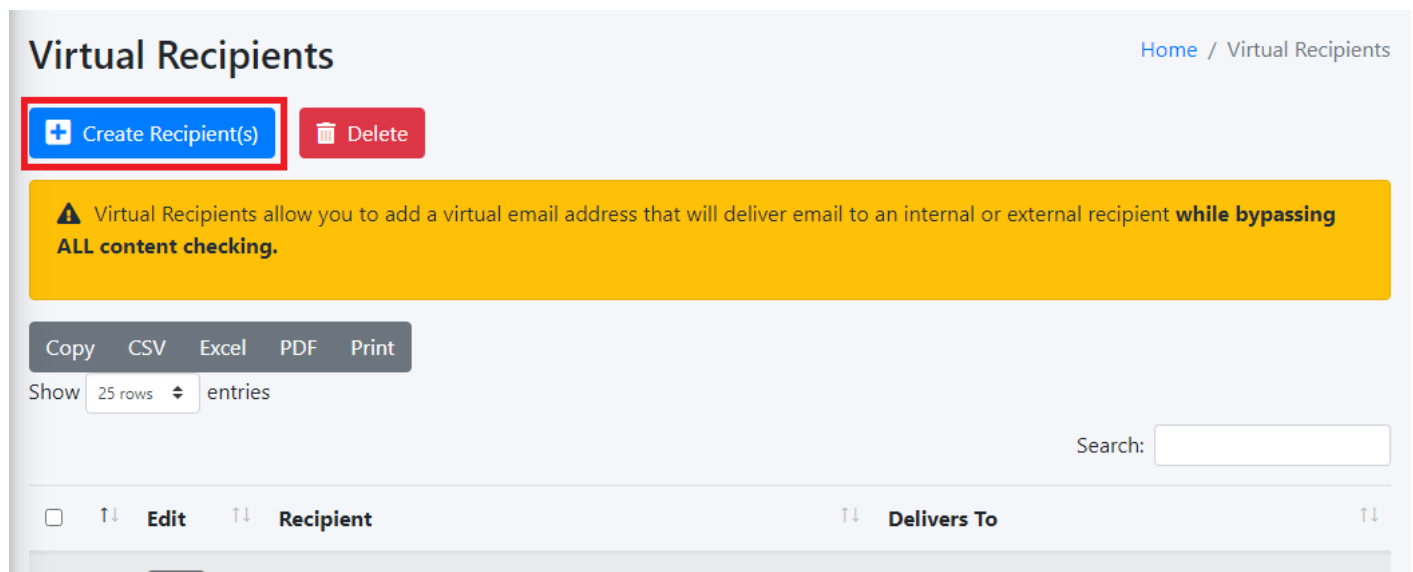
If you have an Internal Recipient **joe@domain.tld** but you also want the email address **joe.smoe@domain.tld** to deliver email to **joe@domain.tld**, you would set up a virtual address of **joe.smoe@domain.tld** to deliver to **joe@domain.tld**. Please note, Virtual Recipients are not only limited to Internal Recipients. You can also create a Virtual Recipient to deliver email to an outside email address not handled by Hermes SEG. In the above example, we can easily setup **joe.smoe@domain.tld** to deliver to **someone@gmail.com**.

**Any email destined for a virtual recipient are NOT checked by the spam filter.**

## Create Virtual Recipient(s)

- Click on the **Create Recipient(s)** button (**Figure 1**).

**Figure 1**



- On the **Add Virtual Recipient(s)** page, under the **Local-Part(s)** field, enter as many local-part(s) as required each in its own line (part before the @symbol of an e-mail address). You can also leave the **Local-Part(s)** field empty if you wish to forward an entire domain.
- Under the **@Domain** drop-down field, select the domain you wish to use.
- Under the **Delivers to** field, start typing the e-mail address of an existing **Internal Recipient** and the system will show a drop-down listing of Internal Recipients matching the e-mail address you are typing or enter an external email address.
- Click the **Submit** button (**Figure 2**).

**Figure 2**

**Add Virtual Recipient(s)** [Home](#) / [Add Virtual Recipient\(s\)](#)

[Back to Virtual Recipients](#)

**Local-Part(s)**

joe  
mary  
fred


**@Domain**

deeztek.com

**Delivers To**

support  
support@deeztek.com  
support@deeztek.com

## Edit Virtual Recipient

- On the **Virtual Recipients** page, locate the virtual recipient you wish to edit by typing any part of the e-mail address in the **Search:** field and then click the \_button next to the virtual recipient (**Figure 3**).

**Figure 3**

## Virtual Recipients

[Home](#) / [Virtual Recipients](#)


[+ Create Recipient\(s\)](#) [Delete](#)

**⚠ Virtual Recipients allow you to add a virtual email address that will deliver email to an internal or external recipient **while bypassing ALL content checking.****

Copy CSV Excel PDF Print

Show 25 rows entries

Search:

<input type="checkbox"/>	↑↓ Edit	↑↓ Recipient	↑↓ Delivers To	↑↓
<input type="checkbox"/>		mary@deeztek.com	support@deeztek.com	

Showing 1 to 1 of 1 entries (filtered from 80 total entries)

Previous **1** Next

On the **Edit Virtual Recipient** page, make the necessary changes and click the **Submit** button ( **Figure 4**).

**Figure 4**

## Edit Virtual Recipient

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**Local-Part**

**@Domain**

**Delivers To**

[Submit](#)

## Delete Virtual Recipient(s)

- On the **Virtual Recipients** page, locate the virtual recipient(s) you wish to delete by typing any part of the e-mail address(es) in the **Search:** field, place a checkmark on the checkbox next to the virtual recipient and then click the **Delete** button on top of the page (**Figure 5**).

Figure 5

Virtual Recipients Home / Virtual Recipients

[+ Create Recipient\(s\)](#) [Delete](#)

**⚠ Virtual Recipients allow you to add a virtual email address that will deliver email to an internal or external recipient **while bypassing ALL content checking.****

Copy CSV Excel PDF Print

Show 25 rows entries

Search: mary

<input type="checkbox"/>	↑↓ Edit	↑↓ Recipient	↑↓ Delivers To	↑↓
<input checked="" type="checkbox"/>		mary@deeztek.com	support@deeztek.com	

Showing 1 to 1 of 1 entries (filtered from 80 total entries)

Previous **1** Next

On the **Delete Recipient(s)** confirmation page, click the **Yes** button to delete the recipient or **No** to cancel (**Figure 6**)

Figure 6

**Delete Recipient(s)**

Are you sure you to delete the recipient(s) you have selected?  
This action is irreversible!

[Yes](#) [No](#)

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