

# Virtual Recipients

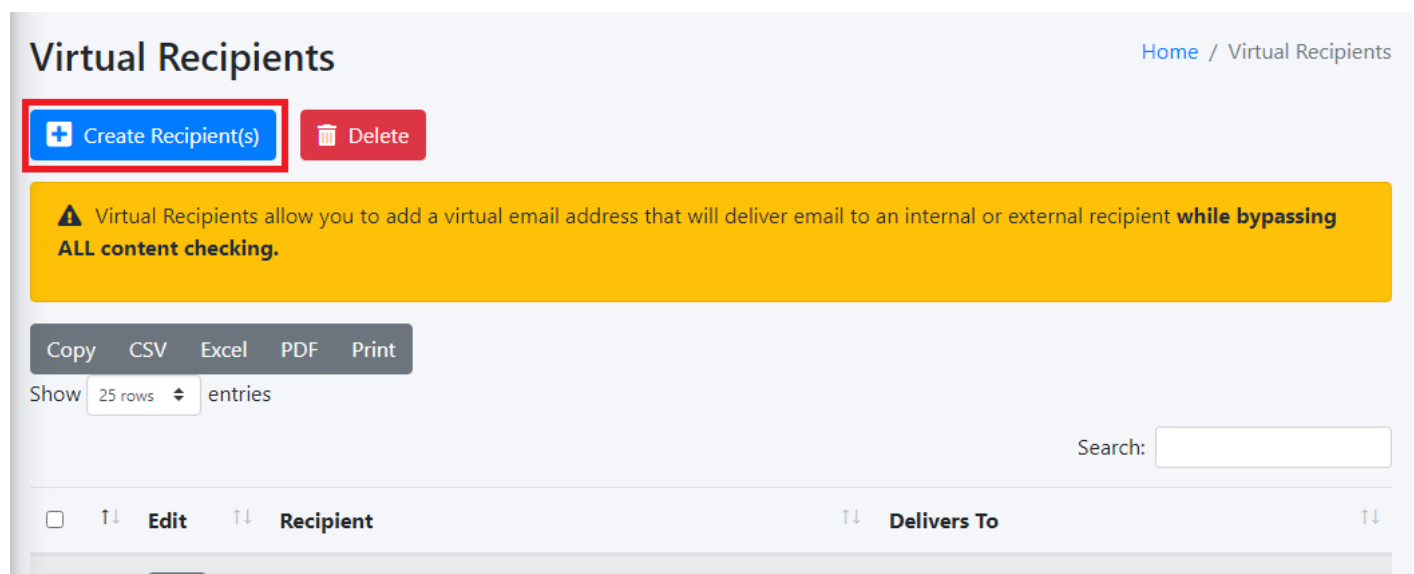
If you have an Internal Recipient **joe@domain.tld** but you also want the email address **joe.smoe@domain.tld** to deliver email to **joe@domain.tld**, you would set up a virtual address of **joe.smoe@domain.tld** to deliver to **joe@domain.tld**. Please note, Virtual Recipients are not only limited 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

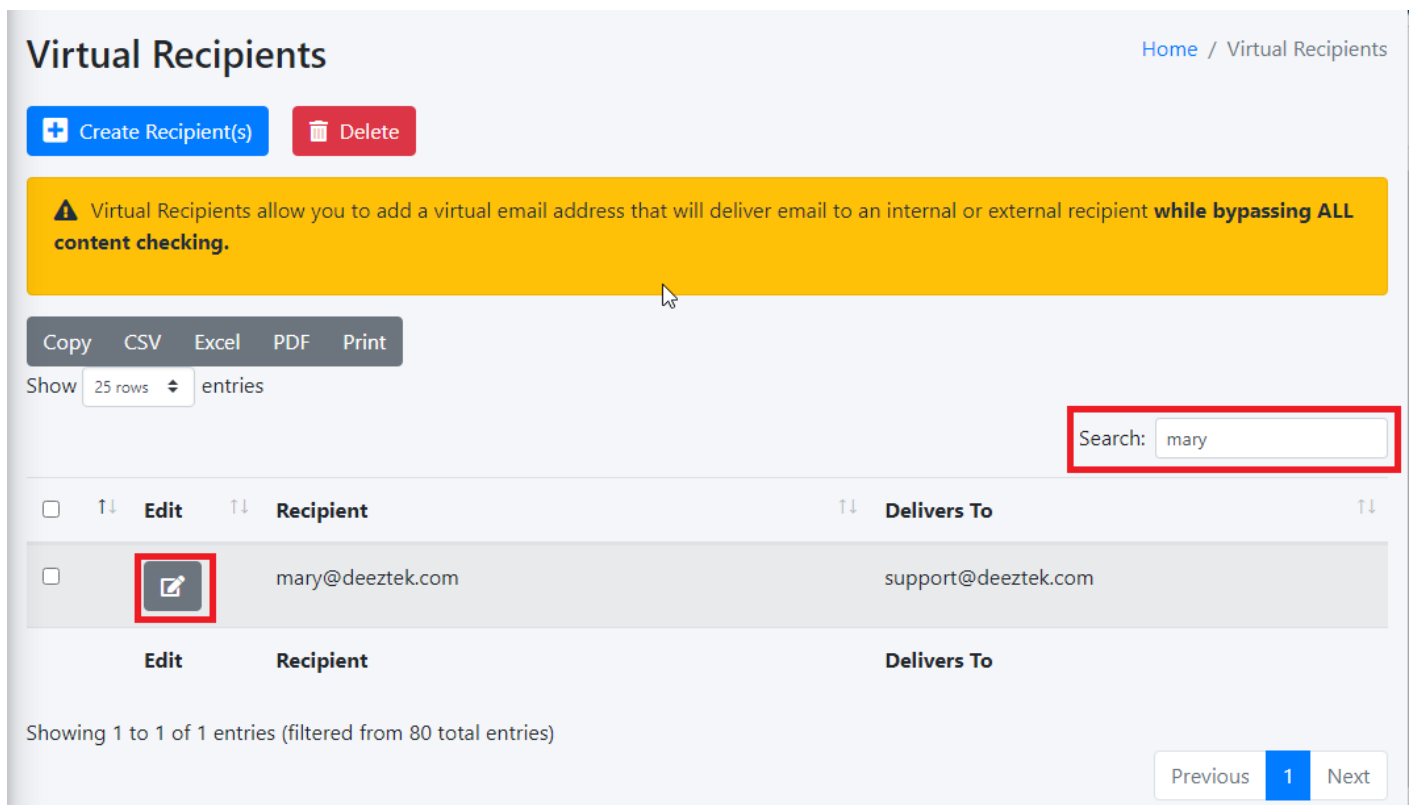
**Delivers To**

support  
support@deeztek.com  
support@deeztek.com

## Edit Virtual Recipient

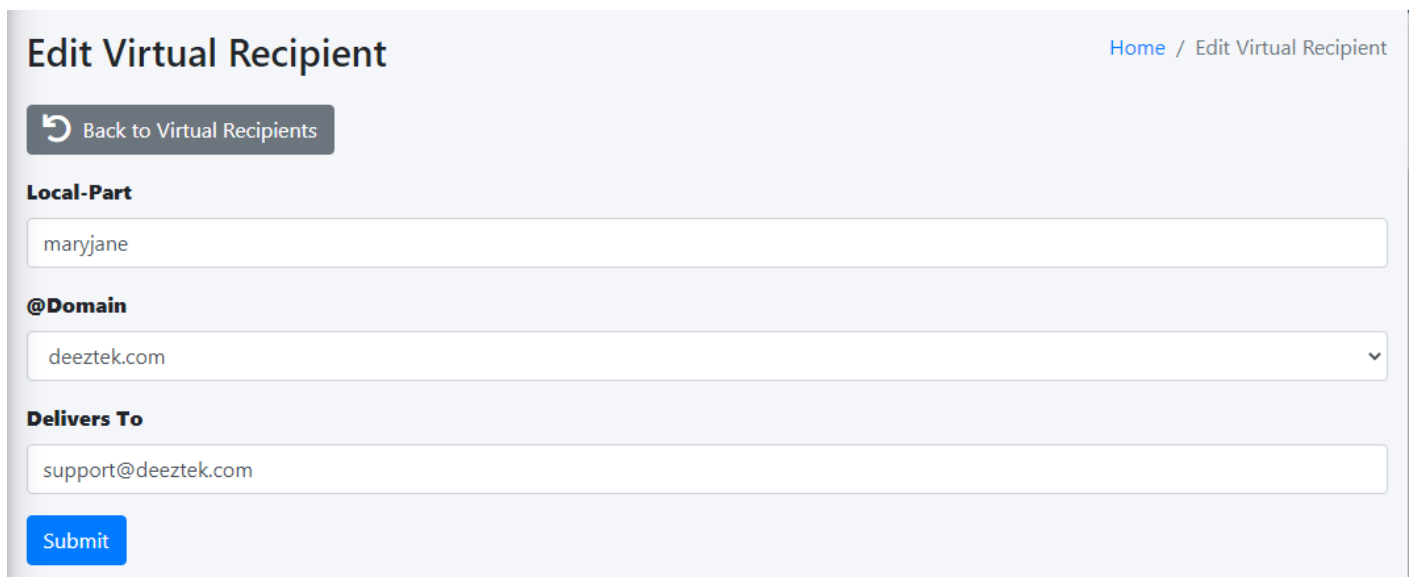
- On the **Virtual Recipients** page, locate the virtual recipient you wish to edit by typing any part of the e-mail address in the **Search:** field and then click the  button next to the virtual recipient (**Figure 3**).

**Figure 3**



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

**Figure 4**



## 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**

The screenshot shows the 'Virtual Recipients' management page. At the top, there are two buttons: 'Create Recipient(s)' in blue and 'Delete' in red, which is highlighted with a red box. Below these is a yellow warning banner that reads: '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.' Under the banner, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. Below these is a 'Show' dropdown set to '25 rows' and the text 'entries'. On the right, there is a search bar with the text 'mary'. Below the search bar is a table with columns: a checkbox, 'Edit', 'Recipient', and 'Delivers To'. The table contains one entry for 'mary@deeztek.com' which delivers to 'support@deeztek.com'. The 'Edit' button for this entry is highlighted with a red box. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 80 total entries)'. At the bottom right, there are 'Previous', '1', and 'Next' pagination buttons.

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"/>	Edit	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**

The screenshot shows a red confirmation dialog box titled 'Delete Recipient(s)'. The text inside asks: 'Are you sure you to delete the recipient(s) you have selected? This action is irreversible!'. At the bottom right, there are two buttons: 'Yes' in red and 'No' in blue.

Delete Recipient(s)

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

Yes No

Revision #3

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