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

Virtual Recipients	Home / Virtual Recip	oients
Create Recipient(s) Delete		
 ▲ Virtual Recipients allow you to add a virtual email address the ALL content checking. Copy CSV Excel PDF Print Show 25 rows ♀ entries 	at will deliver email to an internal or external recipient while bypassing	
	Search:	
□ ^{↑↓} Edit ^{↑↓} Recipient	↑↓ Delivers To	↑↓
_		

- 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

dd Virtual Recipient(s) Home / Add Virtual R	
S Back to Virtual Recipients	
Local-Part(s)	
joe mary fred	
@Domain	
deeztek.com	~
Delivers To	
support	
support@deeztek.com	
Constant and a second s	

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

Virt	ual Recip	ients				H	Home / Virtu	al Recipients
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			2					
Сору	CSV Excel	PDF Print						
Show	25 rows 🗢 entr	es						
						Soarchi		
						Search:	mary	
	†↓ Edit †	Recipient		ţ↑	Delivers To			¢↓
	ľ	mary@deeztek.com			support@deeztek.	com		
	Edit	Recipient			Delivers To			
Showin	g 1 to 1 of 1 ent	ries (filtered from 80 total entrie	s)				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	pient Home / Edit Virtual Recipier	
b Back to Virtual Recipients		
Local-Part		
maryjane		
@Domain		
deeztek.com	~	
Delivers To		
support@deeztek.com		
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 Recipient	ts			Home / Virtual R	ecipients
+ Create Recipient(s)	面 Delete		2		
Virtual Recipients allow content checking.	you to add a virtual email address that will deliver email t	to ar	n internal or external recipient	while bypassing	ALL
Copy CSV Excel PDF Show 25 rows 🗢 entries	F Print				
			Search:	mary	
□ Î↓ Edit Î↓ Rec	cipient	î↓	Delivers To		↑↓
C mar	ry@deeztek.com		support@deeztek.com		
Edit Rec	cipient		Delivers To		
Showing 1 to 1 of 1 entries (filt	tered 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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