

Virtual Recipients

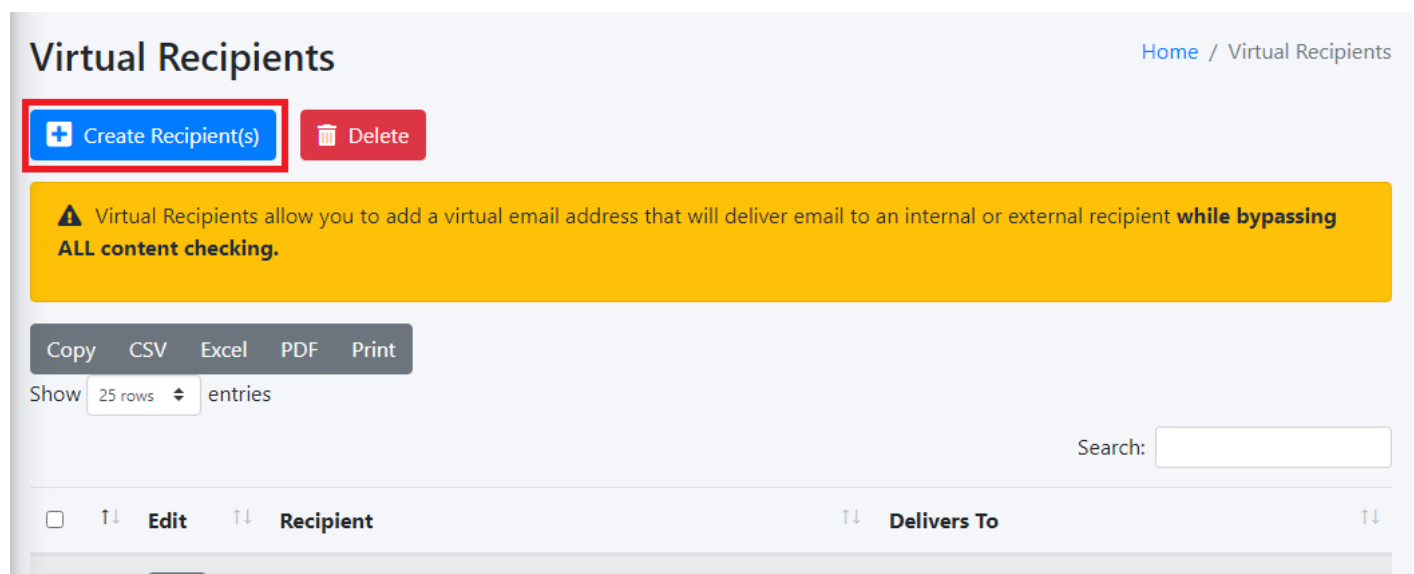
If you have an Internal Recipient **joe@domain.tld** but you also want the email address **joe.smoe@domain.tld** to deliver email to **joe@domain.tld**, you would set up a virtual address of **joe.smoe@domain.tld** to deliver to **joe@domain.tld**. Please note, Virtual Recipients are not only limited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

<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 [Home](#) / Edit Virtual Recipient

[↶ Back to Virtual Recipients](#)

Local-Part

maryjane

@Domain

deeztek.com

Delivers To

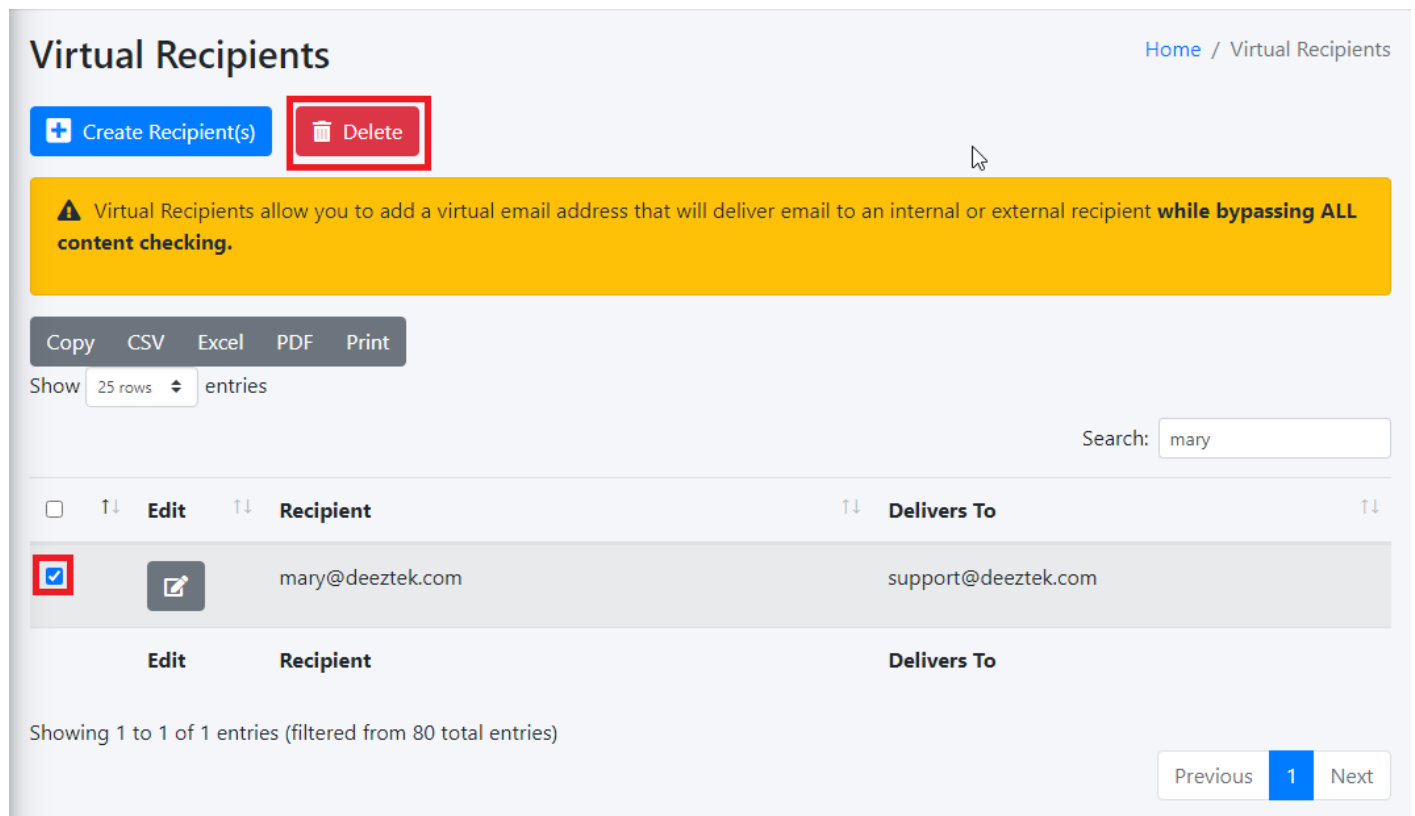
support@deeztek.com

[Submit](#)

Delete Virtual Recipient(s)

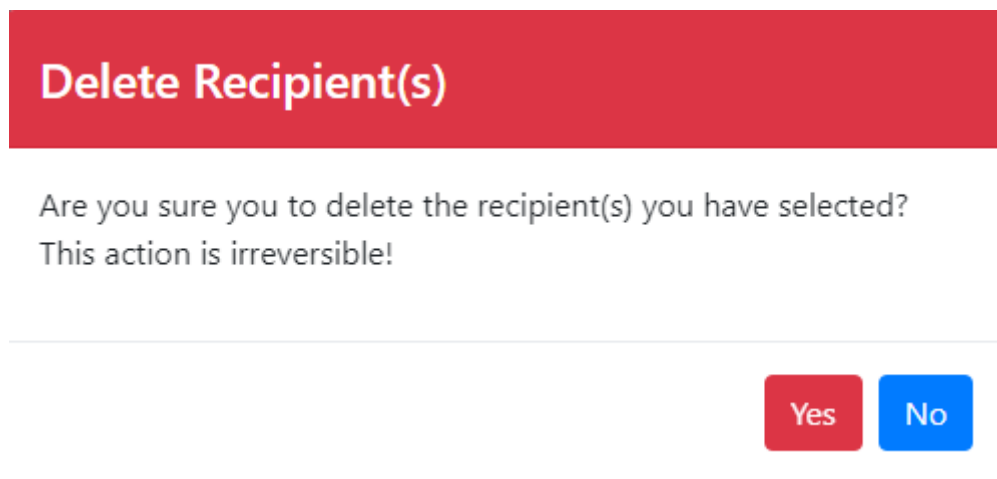
- On the **Virtual Recipients** page, locate the virtual recipient(s) you wish to delete by typing any part of the e-mail address(es) in the **Search:** field, place a checkmark on the checkbox next to the virtual recipient and then click the **Delete** button on top of the page (**Figure 5**).

Figure 5



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

Figure 6



Revision #3

Created 2 January 2021 13:56:20 by Dino Edwards

Updated 28 June 2022 17:05:17 by Dino Edwards