

Work instruction

Create an Alias email

What do you need?

- Access to your account from your own email provider



Why do you need an alias email?

If you've already worked for Vebego before, your email address is already registered in AFAS. You may only use your email address once!

In which cases are you still registered in AFAS with your email address?

- If you have been registered for leaving our company for less than a week.
- If you are a temporary worker and are now joining as a student or as a regular employee.
- If you and your partner use 1 email address and your partner is already working for us
- If you transfer to another Vebego company but have not yet been registered as leaving employment.

What do you need to create an alias email address?

- Access to your email provider's account.

The following pages explain how to create aliases with the following providers:

1. Outlook/Hotmail
2. iCloud
3. KPN
4. Ziggo
5. Gmail

Note:

The screenshots on the following pages contain the text in Dutch!

1

Outlook / Hotmail

1. Go to account.microsoft.com and log in using the “Aanmelden” button.
2. Click “Uw gegevens” > “Accountgegevens bewerken”.
3. Click “E-mailadres toevoegen”.
4. Choose: “Nieuw e-mailadres maken en toevoegen als alias” of “Bestaand e-mailadres toevoegen”.
5. Click “Alias toevoegen”.

1

Het is allemaal mogelijk met Microsoft-account

Uw Microsoft-account verbindt al uw Microsoft-apps en -services.
Meld u aan om uw account te beheren.

Aanmelden

2

3

4

5

Gebruikersnaam toevoegen

Annuleren

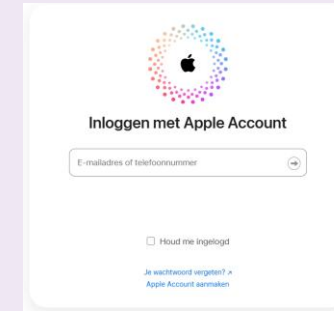
2

iCloud

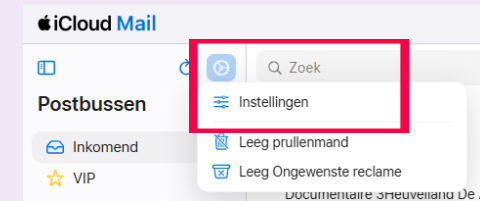
1. Go to icloud.com/mail and log in.
2. Click the “tandwiel > Instellingen > Account”.
3. Click “Voeg alias toe”.
4. Enter the alias address, label and.
5. Click “Maak aan”.



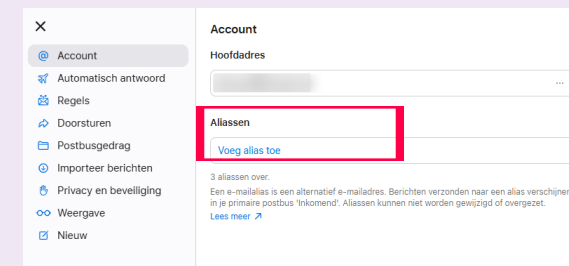
1



2



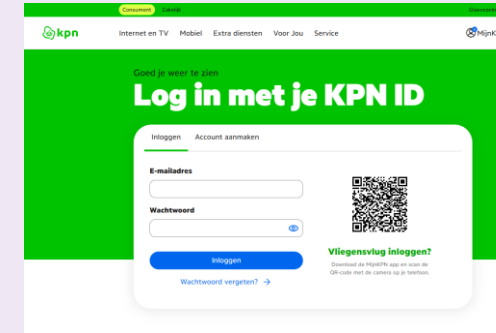
3





1. Go to email.kpn.com and log in.
2. Click on the desired email account.
3. Go to “Extra e-mailadressen”.
4. Click the plus sign (+) to add an alias.
5. Enter the alias address and click the green check mark.
6. Click “Opslaan”.

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2



4

Ziggo

1. Go to ziggo.nl/mijnziggo and log in.
2. Click on “Producten” > “Mijn internet beheren”.
3. Click “E-mail instellen” next to the desired address.
4. Enter the alias address.
5. Click on “Nu maken”.

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4



1. Use a plus or full stop sign in your email address to create an alias.
2. Example:
keesdegroot+nieuwsbrief@gmail.com or kees.degroot@gmail.com.
3. All variations will appear in your regular email box.
4. Want to send emails via an alias? Go to Settings > All settings > Accounts and import.
5. Add the alias address and select “from” when composing an email.

6

Finally

Need help?

Ask someone to help you, such as a colleague, your manager, HR or the key user.

