Devcity Mail | Quick guide

Make your mail work for you.

Shared addresses, away messages and rules that sort your mail.

These are the three settings that save the most time. You set them up yourself in your dashboard, and they take effect straight away.

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   One address delivered to one person, or to several
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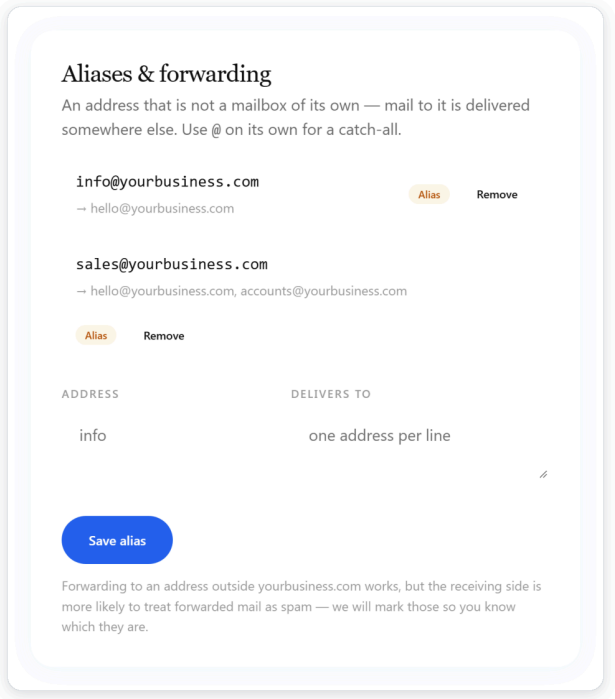
WHERE
Your domain page, and each mailbox

COST
Included on every plan

EFFECT
Starts when you save

1 Aliases: one address, delivered where you choose

An alias is an address that is not a mailbox of its own. Mail sent to it is delivered to the mailboxes you list. Open **Devcity Mail**, your domain, then **Aliases and forwarding**. Type just the name (**sales**), list who receives it, one address per line, and press **Save alias**.



sales@ reaches two people, info@ reaches one

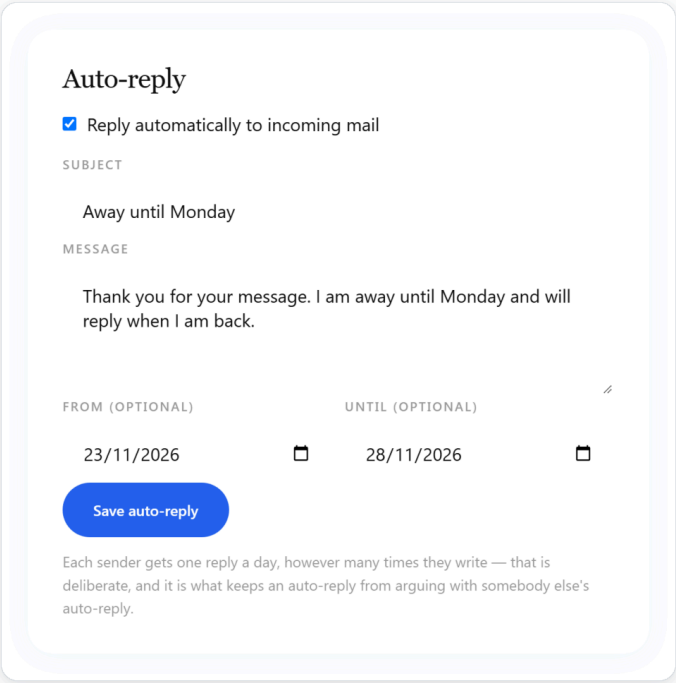
> **A catch all** collects mail sent to any address on your domain. Type just **@** as the address. It also catches wrong guesses and spam, so many people prefer a few named aliases.

2 Forwarding outside your domain

Forwarding to an address outside your domain works, but the receiving side is more likely to treat forwarded mail as spam. We mark those aliases so you can tell which ones they are.

3 Away message: an automatic reply while you are out

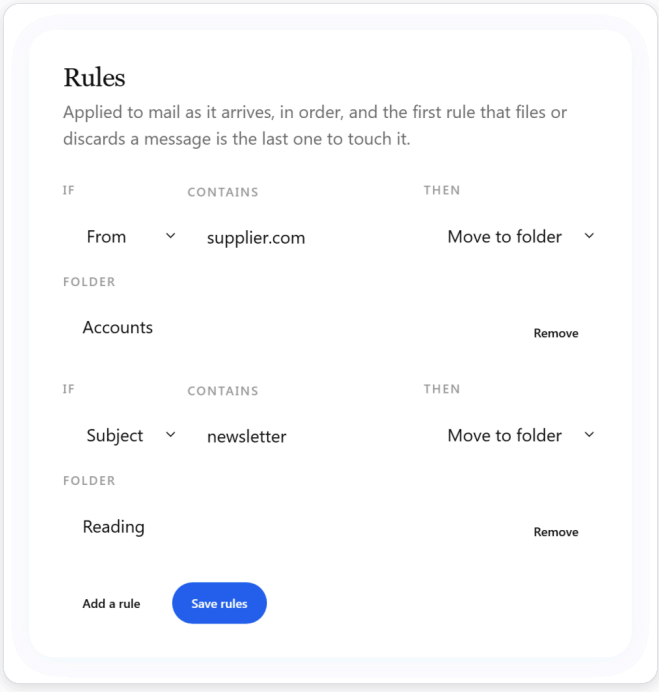
Open your mailbox and find the section for away messages. Tick the box, write a subject and a message, and optionally set **From** and **Until** dates. Press **Save**. It switches itself off on the date you chose. Each sender gets one reply a day, and your away message never replies to other automatic messages.



The away message form, with dates

4 Rules: sort mail as it arrives

In your mailbox, open **Rules** and press **Add a rule**. Choose **From**, **To** or **Subject**, type the words to look for, then choose **Move to folder**, **Forward to** or **Discard**. Press **Save rules**.



Two rules: supplier mail to Accounts, newsletters to Reading

5 A word of care about rules

Discard removes the message. Use it with care. Rules run in order, and the first rule that moves or discards a message is the last to touch it, so put the most specific rule first.

6 Ideas to try

One address for enquiries

Make info@ an alias that delivers to everyone who answers customers, so nobody has to forward anything.

A bookkeeping folder

A rule that moves anything from your supplier's domain into an Accounts folder keeps your inbox clear.

Holiday cover

Set an away message with dates the week before. It starts and ends by itself.

A last day address

When someone leaves, turn their address into an alias that delivers to a colleague, so nothing sent to it is lost.