How to set up a generic email address for your club

USING GMAIL. Set up an alias address (Free & Easy)

This creates a generic address (like `info@`) that routes all incoming mail directly into your existing personal workspace inbox. [1, 2]

Step 1: Add the Alias in the Admin Console

1. Log into the Google Admin Console using your administrator credentials.
2. In the left-hand sidebar, navigate to **Directory** > **Users**.
3. Click on the **name of the user** who should receive the generic emails.
4. On the left side of their profile page, click **Add Alternate Emails**.
5. Under **Alternate email**, type your generic prefix (e.g., `info` or `support`).
6. Click **Save**. *(Note: It may take a few minutes to up to 24 hours for the alias to become fully active).* [1, 2, 3, 4]

USING OUTLOOK OR HOTMAIL (Hotmail does not allow alias but will do so using outlook.com as the address, see the last step is you want @hotmail.com)

Option 1: Create an Email Alias (Free & Easiest)

This creates a generic prefix (like `info@outlook.com`) that routes messages directly into your current Hotmail inbox. You share the same storage, password, and folders. [1]

Step 1: Add the Alias to Your Account

1. Open a browser and go directly to the Microsoft Account Add an Alias Page.
2. Sign in with your current Hotmail credentials.
3. Under **Add an alias**, select **Create a new email address and add it as an alias**.
4. Type your desired functional prefix (e.g., `info`, `support`, `contact`) into the box.
5. Click **Add alias**. [1, 2, 3, 4]

Step 2: How to Send Emails From Your New Alias

1. Go to your Outlook/Hotmail Inbox.
2. Click **New Mail** to compose a message.
3. If you do not see a "From" field above the "To" line, click **Options** at the top of the compose window and check the box for **Show From**.
4. Click on the **From** button, and select your new generic `@outlook.com` alias from the dropdown menu to send from it. [1, 2]

Tip: If you want to keep these generic emails from cluttering your personal inbox, you can create a rule to automatically route any mail sent to `info@` *into a custom folder.* [1]

Option 2: Create a Completely Separate Account

Choose this option if you want a dedicated inbox with an independent password, or if you **strictly require** the email to end in `@hotmail.com`. [1, 2]

1. Go to the Outlook Sign-Up Page.
2. Click **Create free account**.
3. In the email name box, type your generic prefix.
4. Click the dropdown menu on the right (which defaults to `@outlook.com`) and switch it to **`@hotmail.com`**.
5. Click **Next**, create a unique password, and finish entering your account security settings. [1]