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# How to Change Default Sender Address

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**Notice:** The following information applies only to mailboxes in the central university M365 tenant. If you have multiple addresses, so-called aliases, associated with your email mailbox, you can set which sending address you will use as the default.

## Why do I have multiple addresses for one mailbox?

For example, if you are a student at one faculty and also have a job at another, it may happen that you have multiple email addresses (aliases) but only one mailbox. This is because, in this case, both the first and the second faculty share one common university cloud environment (tenant), and you are logged into it as the same person with the same account.

## What does this imply?

You can freely use both addresses according to your needs, but messages sent to these addresses will be found in one common mailbox.

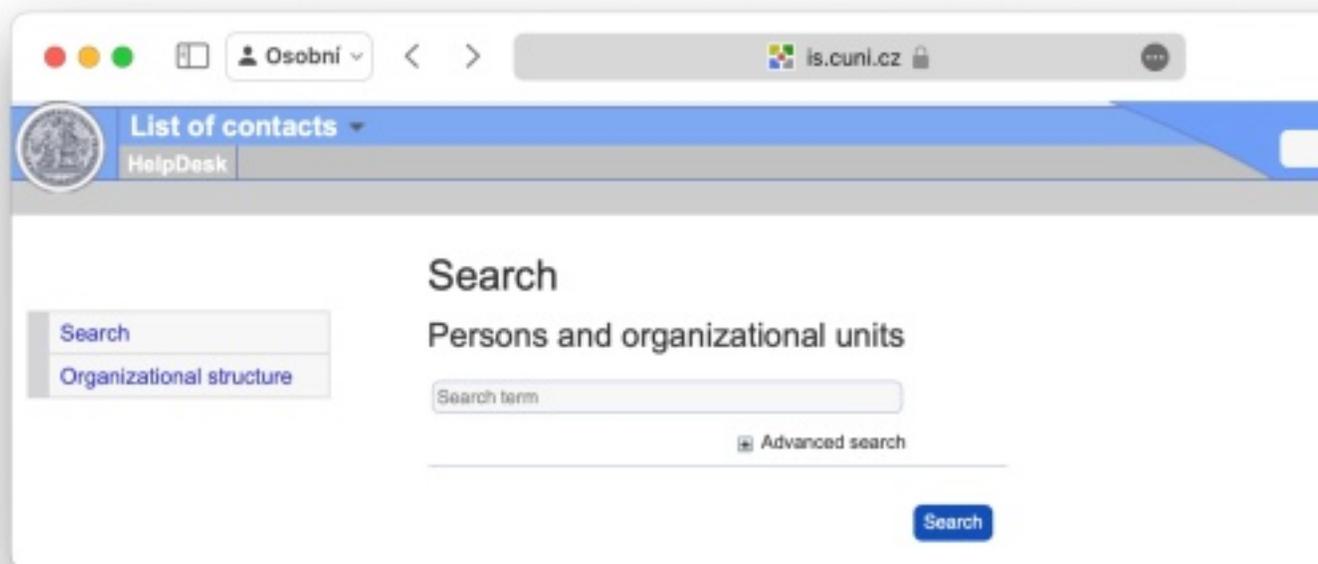
However, there can only be one default outgoing address. You can change it on a one-time basis by entering a specific address in the *From* or *Sender* field of your email client. If you do not do this, the default address will be used.

**Set default outgoing address the one you use most.**

**Notice:** Do not set the default address before each use; it may take several hours for the change to take effect.

## How to set the default address?

1. In your web browser, go to the page:  
<https://whois.cuni.cz/>
2. In the upper right corner of the page, click on the **Sign In** button.



3. On the following page, insert your username and password that you use for CAS and click on **Login**.

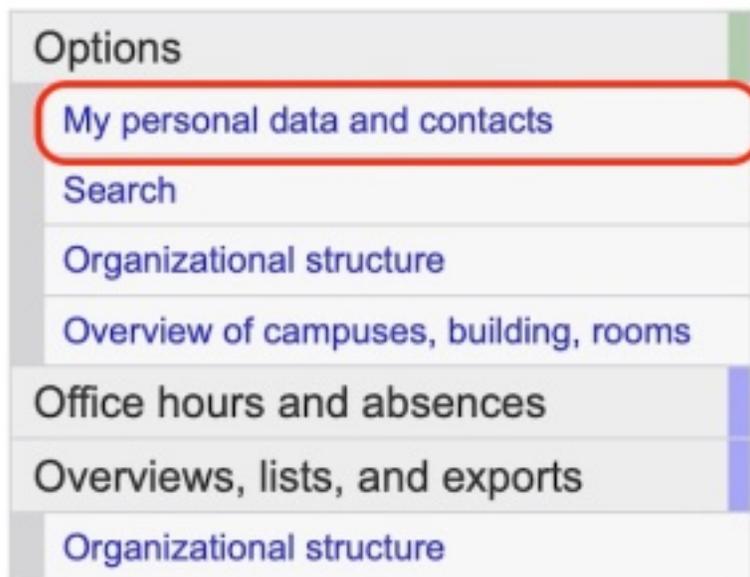
# Login to CU Web Applications

ID number / Login

Password

Login

- From the side menu **Options**, select the option **My personal data and contacts**.



- In the **Contacts** tab, you will see an overview of your assigned email addresses. The current default sending address is marked with a red Microsoft 365 symbol. If you see multiple email addresses and one of them has a button for change, by clicking this button you can make the change and set this address as the new default.

*Keep in mind that the change is not immediate, but it may take several hours.*

Osobní < is.cuni.cz

List of contacts

ÚVT Start of work EPD Mail (306) Úlohy (76) HelpDesk

Main page » Search » Charles Caffeine

### Options

- My personal data and contacts
- Search
- Organizational structure
- Overview of campuses, building, rooms
- Office hours and absences
- Overviews, lists, and exports
- Organizational structure

Zobrazovat vždy schované

## Charles Caffeine

Switch to basic mode Record of working period

- Personal data
- Contacts**
- Person at Charles University
- Academic community
- Documents
- Identification
- Educational attainment
- Certifikáty
- ID cards
- Pay slips
- Pracovní údaje

### Contacts

Phone  
(+420) 555 123 456 (Mobile phone) [private]

SMS communication  
(+420) 555 123 456 [private; private]

Fax

E-mail  
charles.caffeine@ruk.cuni.cz [OSZS]  
charles.caffeine@if1.cuni.cz [LF1]

Click to set this address as default sending address

Current sending address