

UMail

The UMail is the officially designated email address for use by students, faculty, and staff. All official correspondence will be sent to your UMail, so make sure to check it often. Any emails sent from an email other than your UMail may not be responded to. Even if you choose to forward your UMail to another email address, you still must respond to emails from your UMail.

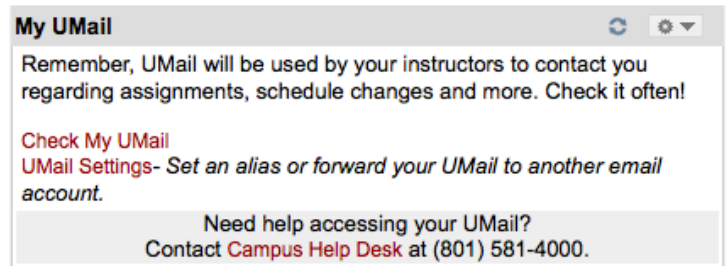
Your UMail will automatically be set up as your uNID@utah.edu. Directions are below for accessing your UMail, setting up a personalized alias, and forwarding your UMail to another email account.

How to access UMail:

- Go to www.umail.utah.edu
- Log in with your uNID and Password

OR:

- Go to www.cis.utah.edu
- Log in with your uNID and Password
- Locate the “My UMail” box and click on “Check My UMail”



How to set up a UMail alias:

UMail aliases may be set up to personalize your UMail address. Valid aliases should be based on your name (firstname.lastname@utah.edu). If an alias is not available, consider adding a number or using a nickname or middle initial to find an available alias.

- Go to www.cis.utah.edu
- Log in with your uNID and Password
- Locate the “My UMail” box and click on “UMail Settings”
- Go to the “Set New Alias” section
- Enter the desired alias and click on “Create New UMail Alias”
- It will then tell you if the alias is not available or tell you that the alias was successfully set up

How to forward your UMail to another email address:

You may forward your UMail to another of your email addresses. Please note that you still must send official emails to the university from your UMail or they may not be responded to.

- Go to www.cis.utah.edu
- Log in with your uNID and Password
- Locate the “My UMail” box and click on “UMail Settings”
- Go to the “Forwarding” section
- Enter the email address to forward your UMail to and click on “Forward UMail”

For more information about the UMail account, please visit: <http://it.utah.edu/services/umail>

Log me out

UMail Account

Login

Display Name

Database Status

status (OK)

Email Addresses

Primary (reply-to)
address

UMail Alias:

Disable*

Disabled addresses are retained for one year but are undeliverable.

Inactive Addresses:

Enable

Enable

UMail address

Make Reply-to

Change UMail Alias Information

Set New Alias

- Your UMail alias(es) is the personalized form of your default UMail address (uNID@utah.edu). You are encouraged to personalize this default address.
- Valid aliases are based on your name and should be in the format of Firstname.Lastname@ Middle names, initials, or nicknames replacing the first name might also be accepted. For example: j.doe@ or John.R.Doe@
- While you may activate or disable any alias you already have, you can only create a new one if you have **3** or fewer aliases.
- If you have changed your name, please submit the change to the University FIRST before trying to change it in the uNIDtools. After the change appears in Campus Information Services, you may contact the Campus Help Desk by phone (801.581.4000 [select option *1*]) or by email <helpdesk@utah.edu> for assistance.

Alias you want: @utah.edu

Make primary

Create New UMail Alias

Forwarding

New forwarding
address

Also save in UMail mailbox

Students who choose to have their UMail email messages forwarded to a private (unofficial) email address do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official UMail addresses. You may also consider keeping a copy of each message in your UMail mailbox.

The address you forward to must already exist and be working. A confirmation code will be mailed to that address to verify that it is working before we start forwarding mail to it. The forward request will be canceled if the confirmation request is not received and acted on within 72 hours. You will have to enter the confirmation code in your uNID Tools Screen before forwarding will be activated. Instructions will be in the confirmation email.

If you forward mail to an address that also forwards back to this address, you will create a mail loop and cause yourself lots of problems.

Forward UMail

UMail Address Book

You are currently published and visible in the UMail Address Book

Remove from the UMail Address Book