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Sent: Thursday, October 26, 2017 4:14 PM

To: DOPM All Users <DOPMailUsers@uabmc.edu>

Subject: Computer Tip of the Week -- How to "change" your @uab.edu email address (if you want to)

From Lisa Schwaiger in the DOPM Help Desk:

How to "change" your @uab.edu email address (if you want to)

Brought to you by Lisa Schwaiger-
HelpDesk Triage and Computer Tech
(now in MT-403)



SITUATION:

I really don't like my work email addresses.

It's hard to spell or doesn't seem professional enough, or just is not memorable enough.

For example: Now, my email is: SillyAli@uab.edu or AHardTo-SpellLastName@uabmc.edu

I'd rather it be UABALice@uab.edu

Can I do anything about it?

SOLUTION:

Yes. You can create basically any "alias" you want for your @**uab**.edu email address. Think of it as an "Also Known As"

To do that, follow these steps:

1. <http://www.uab.edu/directory/>
2. "Authenticate" – with your BlazerID and password (if asked)
3. Click "Change Email Preferences" on the left side
4. Click "[CLICK HERE to add or change mail-only aliases](#)" link on that page
5. Type in the alias you want. In this example: **UABALice**
6. Click "Submit".
7. Be sure to test it out to make sure all work as expected.

Notes:

- Of course anything sent to you at @**uab**.edu, then automatically redirects to your actual @**uabmc**.edu email account.
- Obviously, if "UABALice" (or whatever) is already taken, then you won't be able to have that one.
- In this example, SillyAli@uab.edu will still be a valid email address for you. UABALice@uab.edu is just an additional one.
- Background if needed: <https://www.uab.edu/it/home/it-reports-and-publications/item/248-how-do-i-change-my-blazerid?-can-i-make-a-new-one?>

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?
Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>