How do faculty and staff request an email alias?

Tell Me

Note

Email aliases are not automatically created for faculty and staff @uncc.edu email accounts. Special requests will be reviewed by ITS. Please contact the IT Service Desk, 704-687-5500 or help@uncc.edu.

1. An email alias is an @uncc.edu email address that uses first name/last name to make the email account easily recognizable.
2. An email alias must be at least 9 characters without @uncc.edu or have a period in the name.
3. An email alias must match name in Banner
   1. Can use Banner preferred name
4. An email alias can be:
   1. first name.last name@uncc.edu e.g. john.smith@uncc.edu
   2. first letter first name.last name @uncc.edu e.g. j.smith@uncc.edu

Info

1. Email address alias will display in the online campus directory.
2. Listservs will need to be updated to receive email from your email alias.
3. UNC Charlotte Google Groups you are a member of will continue to work.

Related FAQs

- How do I search for emails from someone who has a regular email address and an alias?
- How do faculty and staff request an email alias?
- How do I update my account settings and my devices when I get an email alias?
- When I send email, if I have an email alias, which email address will be used?
- Will my email be forwarded to my email address alias?