What are the guidelines for creating an email alias?

Tell Me

Email Aliases are only available to faculty and staff, not students.

Faculty/Staff should follow these guidelines when creating an email alias:

1. Your email alias should be professional and represent your name
2. Choose your email alias carefully - once an alias is set, it cannot be changed
3. An email alias must be longer than 8 characters or contain a dot (.) and must not exceed 64 characters (not including @uncc.edu)
4. You will be presented with some email alias suggestions like:
   1. FirstName.LastName@uncc.edu
   2. LastName.FirstName@uncc.edu
   3. FirstInitial.LastName@uncc.edu
   4. FirstName.LastInitial@uncc.edu
   5. LastName@uncc.edu (if last name is greater than 8 letters)
5. If there are no suggestions, you can try including your middle initial
   1. FirstName.MiddleInitial.LastName@uncc.edu
   2. FirstInitial.MiddleInitial.LastName@uncc.edu

Related FAQs

How do I search for emails from someone who has a regular email address and an alias?
How do faculty and staff setup an email alias?
What are the guidelines for creating an email alias?
Can I change or delete my email alias?
What is an email alias and what does it do for me?