How do faculty and staff setup an email alias?

Tell Me

1. Browse to ninernet.uncc.edu
2. Click Manage Account and login
3. Click Add an email alias? in the Account Information section

   ![Account Information](image1)

   - University ID: [Redacted]
   - NinerNET Username: [Redacted]
   - Primary Email Address: [Redacted]@uncc.edu
   - Email Alias: ✉ No active email alias.

4. Type the email alias that you want into the Email Alias field and click Submit

   ![Choose an Email Alias](image2)

   - Must be longer than 8 characters or contain a dot (.)
   - You will send from and others will send to this address

   Please keep the following in mind when selecting an email alias...
   - An email alias must be longer than 8 characters or contain a dot (.)
   - Your new alias will become the address that your emails will come from and others can send to
   - Once an alias is set, it cannot be changed
   - You will be presented with some common email alias suggestions like:
     - FirstName.LastName@uncc.edu
     - LastName.FirstName@uncc.edu
     - FirstInitial.LastName@uncc.edu
     - If there are no suggestions, you can try including your middle initial

5. You will be prompted to confirm the email alias you entered is correct and what you want

   ![Confirm Email Alias](image3)

   Are you sure? Once this is set up, you can't have another email alias.
   Is this correct? [Redacted]@uncc.edu

6. Click Submit to Confirm your email alias
7. The email alias you created will now display in the Account Information section on the NinerNET website for password and account management
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?