**How do faculty and staff setup an email alias?**

**Tell Me**

Remember, you can only have one email alias so choose wisely.

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]

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

![Choose an Email Alias]

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]

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?