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
4. Type the email alias that you want into the Email Alias field and click Submit
5. You will be prompted to confirm the email alias you entered is correct and what you want
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
Account Information

University ID: 800
NinerNET Username: 
Primary Email Address: @uncc.edu
Email Alias: @uncc.edu

Info

1. Email address alias will display in the online campus directory
2. Listservs may 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 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?