Creating Aliases in the myUCF Portal

An alias is an additional e-mail address that you can use in order to be contacted. It is not a new mailbox; it is just a link to your existing mailbox.

For example, “Thomas.Stone@ucf.edu” could set up an alias as “Tom.Stone@ucf.edu” and e-mail sent to either address would go to the same inbox.

Log Into the myUCF Portal:
Go to http://my.ucf.edu

Login with:
NID: (Your NID, ex. ab123456)
Password: (Your NID Password)

If you can’t Login:
If you do not know your NID, underneath the sign on area, you can click What is my NID?

If you do not remember your password, you can click What is my NID Password?

If you still need help you can contact the Service Desk at (407) 823-5117 or servicedesk@ucf.edu
Navigate to E-mail Addresses

Click on **Employee Self Service**

Click **Personal Information**

Click **Email Addresses**
These are the current default e-mail addresses that the University has listed for you.

**Business Email** is your corporate e-mail with your default Alias Listed.

**Campus Email** is your Knights Mail account.

**Emergency Email** is whenever there are emergency notifications from the school and you can always be contacted here.

**Personal Email** is your non-official email that may receive occasional updates, but is not for official use.

To create an alias click on **Edit Business Email** or click **Edit** next to your Business Email.
Adding an Alias
Before creating an alias, be sure of the following:

**It is Not an E-mail Account:** An alias is NOT adding a new e-mail account. It is simply another name at which your current business e-mail can be contacted.

**It is Not Case Sensitive:** So, capitalization does not matter when someone e-mails you. However, if you create “tom.stone” it will show up in the global record as all lower case. Be sure to use proper capitalization such as “Tom.Stone” if desired.

**You Cannot Delete Aliases:** Once you create an alias, you cannot remove them.

**Be Professional:** Keep your alias about you. Do not attempt to claim another identity.

To create your alias, simply type your desired alias into the form. You must **write the entire email** including the @ucf.edu or other valid UCF domain. Then click **Save**.
Default Alias

Changing your default alias will change your default business address. The default business address will show up in the Outlook Contacts for the entire University. This means if someone searches for you, they would see “Tom.Stone@ucf.edu” instead of “Thomas.Stone@ucf.edu”. This also means when you send an email, it will be sent from your new default business address.

If you would like your alias to be your default e-mail address, you can select the checkbox next to the alias, then click save.
Change Preferred Name

You can also change your preferred Name, instead of Thomas, you can enter Tom. This does not change your real name in the system, but it will be shown in Outlook when someone looks for you in the UCF address book or when you send an email. For example, if you change your preferred name to Tom, someone searching for your e-mail would find “Tom” instead of Thomas.

You can change your preferred name by going to Employee Self Service → Personal Information → Preferred Name Change

Fill out the Preferred First Name field with your desired first name only, not your last name, and then click Save.

For assistance, you can reach the Service Desk at (407) 823-5117 or servicedesk@ucf.edu