

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.

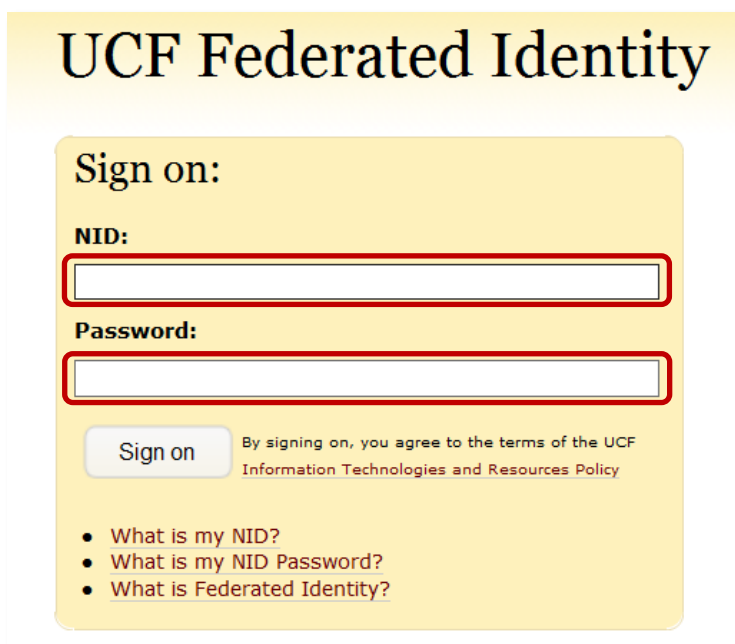
Log Into the myUCF Portal:

Go to <http://my.ucf.edu>

Login with:

NID: (Your NID, ex. ab123456)

Password: (Your NID Password)



UCF Federated Identity

Sign on:

NID:

Password:

Sign on By signing on, you agree to the terms of the UCF
Information Technologies and Resources Policy

- [What is my NID?](#)
- [What is my NID Password?](#)
- [What is Federated Identity?](#)

If you can't Login:

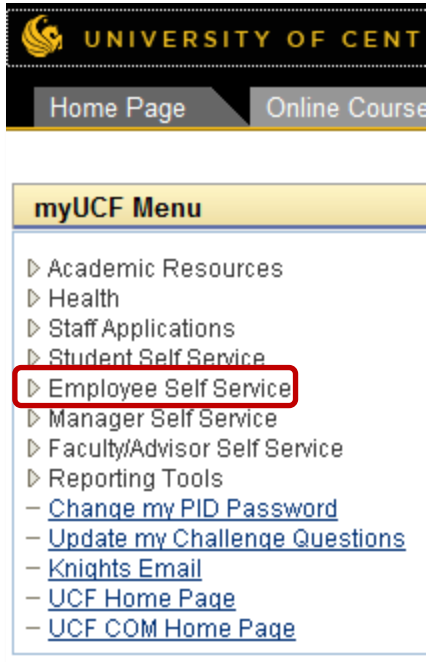
If you do not know your NID, underneath the sign on area, you can click [What is my NID?](#)

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**



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Click **Personal Information**



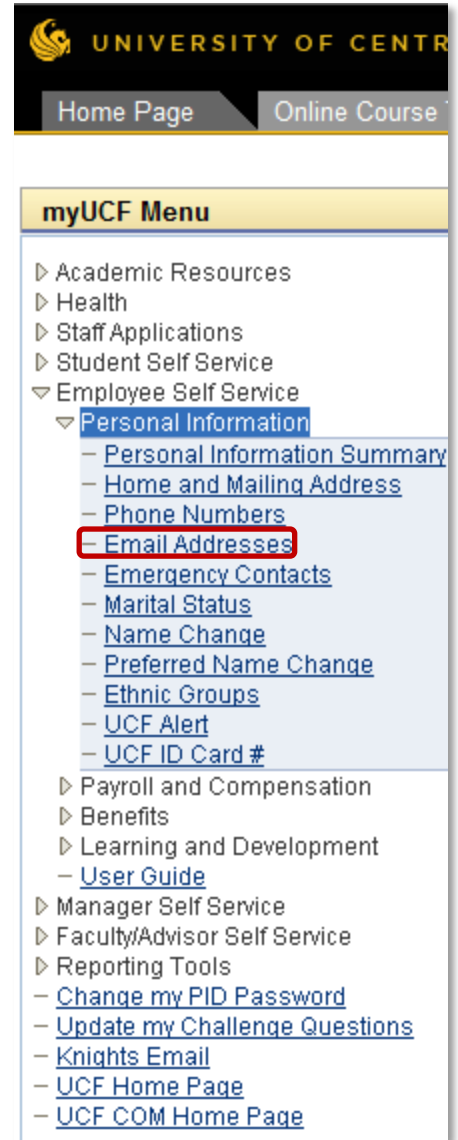
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Click **Email Addresses**



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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.

Email Addresses

Jonathan Ulrich

*Email Type	Email Address		
Business	Jonathan.Ulrich@ucf.edu		Edit
Campus	julrich@knights.ucf.edu		
Emergency	<input type="text" value="JohnDoe@gmail.com"/>		
Personal	<input type="text" value="julrich@knights.ucf.edu"/>		

[Add an Email Type](#) [Edit Business Email](#) [Access Knights Email](#)

[Save](#) Receive Good Morning UCF?

 Logo indicates email address used for UCF notifications.
All official information will be sent to this address!
You must check this address regularly!

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**.

Business Email Addresses

Jonathan Ulrich

These are your current Enterprise email addresses.

To add an email address, type the address you would like to use in the first blank box.

To select your business email address, select the checkbox next to the address you would like as your business email address. This selected email address will appear in the Outlook/Exchange Address Book, the UCF Directory, and in the "From" line when you send a message.

Please note that all email alias addresses are subject to approval and may be removed. A change to your business email address will appear within 2 business days in the Outlook/Exchange Address Book and within one week in the UCF Directory.

Valid domains for the @ucf.edu segment of your address are:

@creol.ucf.edu

@ucf.edu

Select	Email Address
<input type="checkbox"/>	sz123456@ucf.edu
<input checked="" type="checkbox"/>	Jonathan.Ulrich@ucf.edu
<input type="checkbox"/>	Jon.Ulrich@ucf.edu
<input type="checkbox"/>	

[Return to Self Service Email Addresses](#)

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**.

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Preferred Name Change

Current Primary Name Jonathan Ulrich

Current Preferred Name Jonathan Ulrich

New Preferred Name

Only your first name can be changed

Enter Preferred First Name:

Date change will take effect: 02/15/2012

NOTE: This change is immediate in the PeopleSoft system only. It may take up to 24 hours for this change to be applied in all systems.

Your name will display in the UCF Directory as: Jonathan Ulrich

Your Business Email Address is: Jonathan.Ulrich@ucf.edu

If you wish to add an email address for your preferred name, please click the link below.
Please note that you cannot replicate this email address or create an email address that already exists.

[Email Address](#)

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