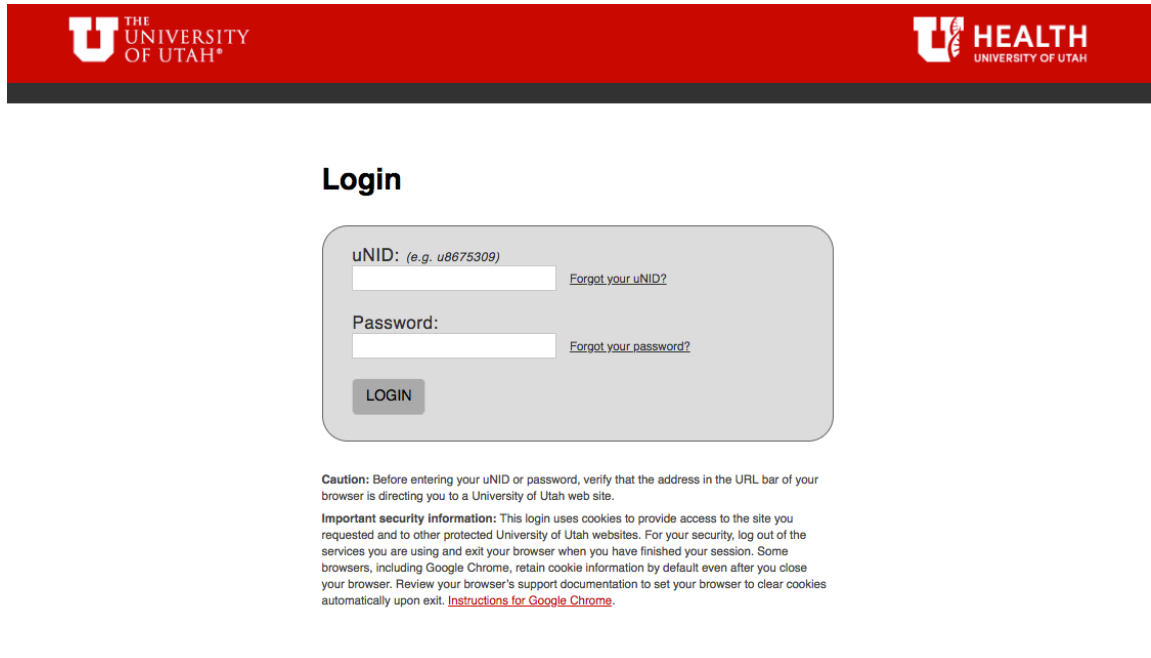


1. Visit www.cis.utah.edu



U THE UNIVERSITY OF UTAH®

U HEALTH UNIVERSITY OF UTAH

Login

uNID: (e.g. u8675309)
 [Forgot your uNID?](#)

Password:
 [Forgot your password?](#)

LOGIN

Caution: Before entering your uNID or password, verify that the address in the URL bar of your browser is directing you to a University of Utah web site.

Important security information: This login uses cookies to provide access to the site you requested and to other protected University of Utah websites. For your security, log out of the services you are using and exit your browser when you have finished your session. Some browsers, including Google Chrome, retain cookie information by default even after you close your browser. Review your browser's support documentation to set your browser to clear cookies automatically upon exit. [Instructions for Google Chrome.](#)

2. Enter UNID and password
3. Select “**UMail Settings**” on the UMail tile. You may be prompted to login again using your UNID and password.



4. Select “Mailbox Settings” on the left side of the page

UMail Account
Status

CIS Info

Mailbox
Settings

Lync/Skype
Photo

5. Select "Add Forwarding Address," enter an email, and click "Save"

Forwarding Address: **None**

Add Forwarding Address

I would like to keep a copy of my messages in my UMail mailbox as well as forward them to the preceding forwarding address.

Address Book **You are currently published in the UMail address book.** [Un-Publish](#)

6. To create an alias, visit uNID.utah.edu. Login with uNID and password.

The screenshot shows the top navigation bar of the University of Utah Information Technology website. It includes the university logo, the text "INFORMATION TECHNOLOGY THE UNIVERSITY OF UTAH", and a search bar. Below the navigation bar are links for "HELPDESK", "FAQS", "MY.UTAH.EDU", and "FEEDBACK". The main heading is "Login". A paragraph explains that logging in may take 5 to 10 seconds due to account synchronization. A login form is shown with fields for "uNID:" and "Password:", and a "Login" button. Below the form, there are links for "Having trouble with your password?" and "Try resetting it yourself with the online application through the Campus Information Services." The footer contains copyright information for 2006-2010 and contact details for the University of Utah.

7. On the right side of the page, locate "Set New Alias." Follow instructions and hit "Create new UMail Alias."

The screenshot shows the "Set New Alias" page in the uNID tools. It has a header "Change UMail Alias Information" and a sub-header "Set New Alias". A list of instructions explains that the UMail alias is a personalized form of the default address (uNID@utah.edu), provides examples of valid aliases, and notes that only one new alias can be created at a time. Below the instructions, there is a form with the text "Alias you want:" followed by an input field and "@utah.edu". There is a checkbox labeled "Make primary" and a "Create New UMail Alias" button.

Please note, all official university communication will be sent to your UMail account. To access your UMail account in the future, you do not have to go through CIS. Instead, you can go directly to www.umail.utah.edu

