Changing Your UConn Email Address

Faculty, staff, and students with an @uconn.edu email address can add and publish aliases that differ from their assigned email address with the UConn Email tool. An alias is the text that proceeds "@uconn.edu."

With the UConn Email tool, you can add up to six aliases in addition to the email address assigned to you when you first became affiliated with the University. By default, your assigned email is the address published in the Global Address Book and other directories. This tool allows you to change which alias is published.

Changing Your Email Address

To change your email address, you first add a new alias and then publish it.

Add a new alias

1. Go to permname.uconn.edu.
2. Click Add Personal Name in the left navigation bar.
3. Enter the new email address you would like. We recommend this be in the form of "firstname.lastname" or something similar.
4. Click Add APN

If someone else has claimed the alias that you wish to add, the system will notify you that the name is not available.

Publish the new alias

Once you create a new alias, it will appear in the "alternate personal name" section. Once an alias is chosen as your published name it is displayed in the Global Address Book and other directories.

1. Click Select Published Name in the left navigation bar.
2. Select which alias you would like to become your new published name.
3. Click Change PPN.

Your published alias will be the email address you log into your email account with. When a new name is published it may take several minutes before you are able to sign in with the new email address.

Although only one email address is published, mail sent to any of your active aliases will be delivered to your UConn email inbox.

Deactivating Aliases

If you no longer want to claim an alias, you can deactivate it by clicking "deactivate" beside the specific name. It will disappear from the list of active aliases. However, it remains in a deactivated state, not deleted, for six months. In this state, it contributes to your quota of eight aliases and is not released for others to use.

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