Preferred Name and Personal Name

This article is for faculty, students, and staff who wish to modify their email alias (personal name) and how their name is displayed in some UConn directories.

What is a Valid Personal Name?

Faculty, staff, and students can change their UConn email address by publishing a new Personal Name. A Personal Name allows UConn faculty, staff, and students to create an email alias (the portion of your email address to the left of @uconn.edu) that is different from the name originally assigned to them by the University.

Typically, Personal Names (or email aliases) are a variant of your name (e.g., jonathan.husky@uconn.edu or jonathan.t.husky@uconn.edu), but you may create any name that uses valid address characters. E-mail aliases are not case sensitive and can be entered in lowercase, uppercase, or a combination of the two. Valid alias submissions will be automatically implemented. Any Personal Name that is found to be in violation of institutional policy, contrary to prevailing community standards, or misleading will be revoked by ITS.

You may have up to five Personal Names, but only create 2 new ones in a 24-hour period. One of these Personal Names will be the Standard Personal Name, which is assigned to you when you join the University. You may choose your other four aliases. The domain must be @uconn.edu.

Related Pages

Personal Name
Create, delete, and manage up to five email aliases.

- Changing my UConn Email Address
- Changing Your UConn Email Address
- Deleting a Personal Name

Preferred Name
Choose how your name is displayed in university directories, such as phonebook.uconn.edu, with the Preferred/Display Name tool.

- Changing Your Display Name in UConn Directories
- Deleting a Personal Name

If a Personal Name has already been assigned to a staff member, it will not be available until six months after that person leaves the University. If a Personal Name has been assigned to a student, that name is unavailable. Personal Names cannot be reserved.