Changing my UConn Email Address

This article is for faculty, students, and staff who wish to change their personal name, or email alias (the text in your email address that proceeds "@uconn.edu"). In addition to changing one’s personal name, this article also will allow you to select the email address you want published in the email systems, UConn phonebook, and UConn directories.

Adding a New Personal Name

1. Go to pername.uconn.edu and log in with your NetID credentials.
2. Click Add Personal Name from the left-hand side.
3. Enter the desired personal name. Do not include "@uconn.edu" as that is built-in.
4. Click Add APN.
5. A green success bar should appear and it will appear as an alternate personal name.

Selecting the Email Address Published in the Email Systems and UConn phonebook

1. Go to pername.uconn.edu, and log in with your NetID credentials.
2. Click Select Published Name from the left-hand side.
3. Under “Publish a Personal Name,” click the radio button beside the email address you wish to have shown in the email systems and UConn phone book.
4. Click Change PPN.
5. A green success bar will appear noting your new published personal name.

Note

The email address you choose for your published personal name will become your new login for your email account, either Office 365 (for faculty and staff) or Gmail (for students). This change can take up to an hour, and email will be inaccessible during this time. If you cannot access your email after an hour, change your NetID password and try again.

Related articles

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