

UMail

The UMail is the officially designated email address for use by students, faculty, and staff. All official correspondence will be sent to your UMail, so make sure to check it often. Any emails sent from an email other than your UMail may not be responded to.

Your UMail will automatically be set up as your uNID@utah.edu. Directions are below for accessing your UMail and setting up a personalized alias.

How to access UMail:

- Go to <https://www.umail.utah.edu> in a web browser
- Log in with your uNID and Password

OR:

- Go to <https://www.cis.utah.edu> in a web browser
- Log in with your uNID and Password
- Locate and click on the “UMail” box
- Log in with your uNID and Password

How to set up a UMail alias:

UMail aliases may be set up to personalize your UMail address. Valid aliases should be based on your name (firstname.lastname@utah.edu). If an alias is not available, consider adding a number or using a nickname or middle initial to find an available alias.

- Go to <https://unid.utah.edu> in a web browser
- Log in with your uNID and Password
- Go to the "Set New Alias" section
- Enter the desired alias and click on "Create New UMail Alias"
- Click the checkbox next to "Make primary" if the alias is one you want to use regularly
- It will then tell you if the alias is not available or that the alias was successfully set up

UMail Account

Login

Display Name

Database Status

status (OK)

Email Addresses

Primary (reply-to) address

UMail address

Make Reply-to

[Change UMail Alias Information](#)

1 [Set New Alias](#)

- Your UMail alias(es) is the personalized form of your default UMail address (uNID@utah.edu). You are encouraged to personalize this default address.
- Valid aliases are based on your name and should be in the format of Firstname.Lastname@ Middle names, initials, or nicknames replacing the first name might also be accepted. For example: j.doe@ or John.R.Doe@
- While you may activate or disable any alias you already have, you can only create a new one if you have **3** or fewer aliases.
- If you have changed your name, please submit the change to the University FIRST before trying to change it in the uNIDtools. After the change appears in Campus Information Services, you may contact the Campus Help Desk by phone (801.581.4000 [select option "1"]) or by email <helpdesk@utah.edu> for assistance.

Alias you want: @utah.edu **2**

Make primary **3**

4 [Create New UMail Alias](#)

Forwarding

You can create/modify email forwarding settings by using [Webtools](#).
Note: Access is restricted to campus IP space. Off campus? [Connect via VPN first](#).

UMail Address Book

You are currently published and visible in the UMail Address Book

[Remove from the UMail Address Book](#)

Disk Usage

[Compute UMail Usage](#)

Computing total usage may take as much as a minute, please be patient. Repeatedly pressing the button causes the command to repeatedly start over.

Disk Quotas

UMail Warning Quota	
UMail Stop Sending Quota	
UMail Stop Receiving Quota	
UMail max send size	50MB
UMail max receive size	50MB
Max send recipients	250