

## TIPS FOR YOU

### Tip 1: Changing your Default email Address - aka Creating an Email Alias

Either

Go to the Email FAQ at <http://www.uthsc.edu/helpdesk/ExchangeFAQs.php>

OR

Go directly to <https://ds.uthsc.edu/uact/default.asp?func=netid&info=email>

Select **Change Your Email Address**

In the next page that opens up, you'll see How do I update my email aliases and preferred address?

#### Creating Email Aliases

An email alias is much like a forwarding address - when you receive an email at the new address, the message is automatically forwarded to your existing account. For instance, if your current email address is [jdoe@uthsc.edu](mailto:jdoe@uthsc.edu), you could set up an alias such as [JoeCool@uthsc.edu](mailto:JoeCool@uthsc.edu). Whenever a message is sent to the alias, it will be automatically redirected to [jdoe@uthsc.edu](mailto:jdoe@uthsc.edu).

To add an email alias in Office 365/Exchange:

- 1 Go to the [Email Account Management Page](#).
- 2 Log in with your NetID and password.
- 3 Choose Change Mail Addresses on the left side of the page.
- 4 You can add a new email alias by entering the desired address and choosing your desired suffix (e.g. @tennessee or @uthsc.edu) and clicking Add Alias.

Mail Routing:

New Address:  @

- 5 Changes may take up to 10 minutes to take effect.

#### Updating Your Preferred or From Address (Staff and faculty)

Staff and faculty are able to change their "From" address which is also the email address listed in the [Online Directory](#) by [logging into the account management page](#) as described above. You may choose any of your UT email aliases as your preferred (or From) email address by selecting that address from the list and clicking Reply To from the link above.

### Tip 2: UTHSC Branding Guidelines

1. Go to the UTHSC Branding page <https://brand.uthsc.edu>
  - Read about branding - why it's important and who controls it at UTHSC
2. Check out the Resources link <https://brand.uthsc.edu/resources/>
  - UTHSC Campus Logos
  - UTHSC College Logos
  - UTHSC Alternate Logos
  - UTHSC ShortSig
  - UTHSC College Seals
  - Reference Materials
  - **Templates - for 2 versions of the UTHSC PowerPoint Template**