EMAIL at University of Houston

As a means of enhancing communication, members of the UH community receive a UH e-mail **alias.**. The e-mail alias is an e-mail address that is really a pointer that directs e-mail messages to a destination e-mail account. You must set your alias to point to an actual email account that you will check regularly. This could be a UH e-mail account, or some other personal email account that you already have, for example, a hotmail.com account. UH will use the e-mail alias to send important information such as emergency closings or information from colleges or departments; therefore, it is important that you have the alias pointed to the account where you actually plan to read your mail!

Naming Convention for E-mail Aliases

UH-style e-mail addresses are created according to the name obtained from UH's official employee or student records. The standard naming convention is:

first-initial+last-name@uh.edu   (e.g., jcougar@uh.edu)
or
first-initial+middle-initial+last-name@uh.edu   (e.g., jacougar@uh.edu)

If this algorithm produces an alias that is already in use, it will be necessary to add a number to the end of the last name to make it unique, for example, jcougar23@uh.edu.

How it Works

The University, the College of Engineering, your major department, your professor or even your friend sends email addressed to your UH alias: jcougar@uh.edu, for example. If you actually read your mail at genius@hotmail.com, and you have "pointed" your UH alias to that account, the message will automatically get redirected and you can receive and read it as usual through hotmail.

Finding your Alias

All personal email aliases should appear in the UH Online Directory. (www.uh.edu/dir_services/). Search for your name to find your alias.

Setting or Changing Email Forwarding

Once in the Online Directory, click on the "My Account" link on the left for the login screen to find out where your email alias delivers your email You will have to login with your alias and your "directory services" password. By default, your password is your birthdate in MMDDYYYY format. For example: If your birthday is January 1, 1980, then your password is 01011980. **Information Technology strongly recommends you change your password immediately.** There are links on this page for changing your password and for resetting your password to your default.

After logging in, click on "Update your directory listing" to see where your email alias is pointing. You could change it here if needed. You should change the destination to where you currently receive your email, so that you will see important official messages from the university and your department. Be sure to click Save Changes! We then suggest you try sending an email message to yourself by addressing it to your UH alias, to see that it is working.

If you change your destination email account, be sure to change the UH alias destination!

More Information

More information about using UH email is available on the UH Information technology website: www.uh.edu/infotech

① Scan into PDF
② include link/URL to UH.edu/infotech.
③ Browse www.uh.edu/infotech