How to Change your Email Alias

This article explains how to change your UGAMail email alias.

Please note that this process can take up to 24 hours to go into affect.

Step-by-step guide

1. Head to http://myid.uga.edu/
2. Click on “Change UGAMail Address” in the left column.
3. Log in with your current MyID & password.
4. Click on the button entitled “Create New Email.” If you have already changed your alias in the past, click the “Edit” text to the last entry in the list.
5. Type in the address as you would like it to appear in the “New UGAMail Address” field. Concerning this address:
   • It may contain small letters and numbers, but cannot be all numbers.
   • It can contain one period but no other symbols (e.g. ..@!).
   • It must be at least two and a maximum of 30 characters in length.

Please note: When logging into UGAMail, you will still need to use your myid address (myid@uga.edu).

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