

PREFERRED EMAIL SETUP

To ensure your preferred email address is connected with various IT systems throughout the UNT World complete the steps below.

1. In ams.untsystem.edu, Confirm preferred email address is your work address
 - a. Log in
 - b. In the top right of the screen in the green bar (or 3 small lines), select “Email”
 - c. Select the button for your current preferred address.
 - d. Select “SET PREFERRED EMAIL”

The screenshot shows the 'UNT SYSTEM Account Management System' interface. At the top, there is a green navigation bar with links for 'Home', 'Email', 'Change Security Questions', 'Change Password', and 'Logout'. The main content area features a green header for 'UNT System Mail'. Below this, a message states: 'Some people have multiple mailboxes. This page allows you to choose which mailbox should receive official messages.' The current preferred address is listed as 'Cory.Ward@untsystem.edu'. There are two radio button options: 'Cory.Ward@untsystem.edu' (which is selected) and 'CoryWard@my.unt.edu'. A green button labeled 'SET PREFERRED EMAIL' is located at the bottom of the form.

2. In your my.untsystem.edu or my.unt.edu HR portal, confirm preferred email address is your work address
 - a. Log in
 - b. Select the “Human Resources” tab at the top of the screen
 - c. Select “Personal Information” tab on the left-hand side of the screen
 - d. Select the checkbox for your current preferred address
 - e. Select Save

The screenshot shows the 'my.unt.edu' HR portal interface. At the top left is the UNT SYSTEM logo. Navigation tabs include 'Jobs', 'Well-Being', 'Forms', and 'Directory'. A 'Sign out' button is in the top right. The main navigation area has tabs for 'Human Resources', 'Reports', 'Student & Faculty tabs moved', and 'Accounts Payable WorkCenter'. A sidebar on the left contains 'Email', 'Privacy Elections', 'Self Service Help', 'Personal Information' (with a right arrow), 'Personal Information Summary', 'Addresses', 'Phone Numbers', and 'Email Addresses'. The main content area is titled 'Email Addresses' for user 'Ward, Cory Austin'. It contains a table with the following data:

Email Type	Email Address	Preferred	Delete
Campus	Cory.Ward@untsystem.edu	<input checked="" type="checkbox"/>	
Home	[REDACTED]	<input type="checkbox"/>	
ISIR	[REDACTED]	<input type="checkbox"/>	
Work	Cory.Ward@untsystem.edu	<input type="checkbox"/>	

Below the table are two buttons: 'Add Email Address' and 'Save'.