

Setting up @virginia.edu Alias Instructions

1. Go to <https://ams.itc.virginia.edu/config/index.cgi>
(this will require you log in with your Net badge account)
2. Click the “Manage Aliases” link



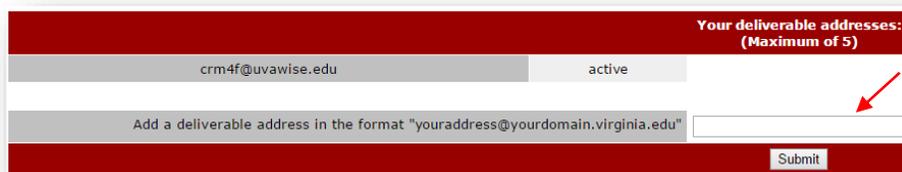
3. Check to see if you already have a @virginia.edu alias setup to go to your @uvawise.edu deliverable address. If you do, you do not need to proceed any further.
If you don't, continue to step # 4



4. Click the “Deliverable Addresses” option on the upper left side of the screen then ensure you have a deliverable address listed that matches your @uvawise.edu email address

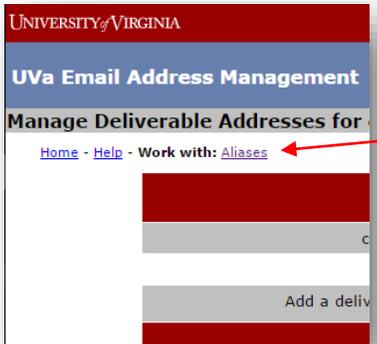


5. If not, use the “Add a deliverable address...” section to enter your @uvawise.edu email address then click “Submit”

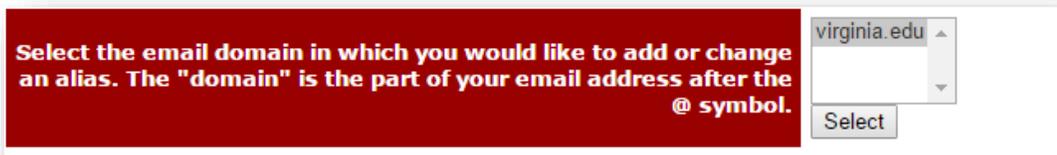


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- Once you have confirmed you have a deliverable address setup click on the “Aliases” link above the deliverable addresses section



- On the Manage Aliases page you should already have “Virginia.edu” selected in the first section,



- Next enter your UVa-Wise username (without the @uvawise.edu at the end) in the “Check an alias’ availability” section then click the Check Alias option.



- Confirm you want to set your alias to link with your @uvawise.edu address then check on the Manage Aliases page at the bottom to ensure your @virginia.edu alias is linked to the @uvawise.edu deliverable address:

Current Aliases (Maximum of 7)		You can drop 8 alias(es) before lockout.	
Current aliases in this domain	Deliverable Address	Drop Alias	
cm4f (@virginia.edu)	cm4f@uvawise.edu ▼	Primary Address (permanent alias)	