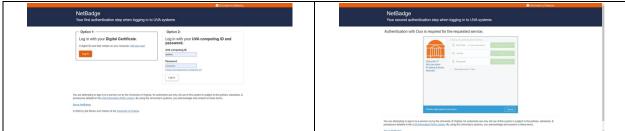
Address Management System

Because some UVA information systems assume that every user has an @virginia.edu email address, each user should define a deliverable email address (typically a work email or a gmail.com address), claim their permanent UVA email alias, and associate the two so that notifications sent from UVA information systems are routed to an email address that the user has specified.

Also – claiming the permanent alias @virginia.edu is required for some UVA software licenses - box.com, Zoom, selected Microsoft titles.

Email Address Management System – https://ams.itc.virginia.edu

Depending on settings, may be prompted for NetBadge and Duo



Home page for Email Address Management



Go to "Manage Deliverable Addresses"

Need to define a deliverable email address that the user wants to work out of for UVA School of Medicine business.



"Submit" to save the deliverable email address

Now, need to work on the Aliases page - click on the "Aliases" link in the breadcrumb

The working with Aliases screen has 3 different segments.

1st – Click on the email domain – should be "virginia.edu" and "Select"

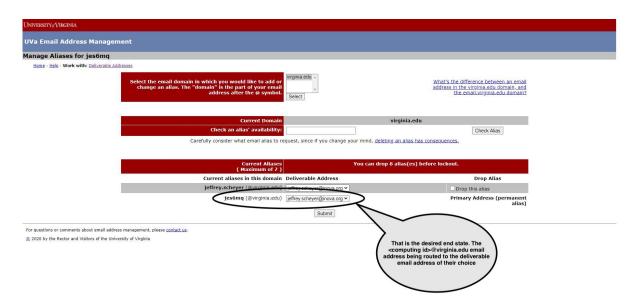


What's the difference between an email address in the virginia.edu domain, and the email.virginia.edu domain?

2nd – Need to claim and/or define the permanent UVA email address. It will be in the form of <computing id>@virginia.edu. As needed, can use the "Check Alias" button". If you do NOT see a red banner with an "Alias available" message, confirm that you have typed in your own UVA computing id.



3rd - Map the permanent alias to the deliverable email address defined earlier. Then click on the "Create Alias" or "Submit" button



It will often take 5-10 minutes to take effect; but, email sent to their permanent alias @virginia.edu should be routed to the chosen deliverable email address.