

## 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.

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

[Home](#) - [Help](#) - **Work with:** [Deliverable Addresses](#)

Select the email domain in which you would like to add or change an alias. The "domain" is the part of your email address after the @ symbol.

virginia.edu -  
Select

[What's the difference between an email address in the virginia.edu domain, and the email.virginia.edu domain?](#)

2<sup>nd</sup> – 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.

Current Domain: virginia.edu

Check an alias' availability:

Check Alias

Carefully consider what email alias to request, since if you change your mind, deleting an alias has consequences.

Type in user's computing id and "Check". Should be available so, define the alias <computing id>@virginia.edu

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

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UVa Email Address Management

Manage Aliases for jes6mq

[Home](#) - [Help](#) - **Work with:** [Deliverable Addresses](#)

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virginia.edu -  
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Current Domain: virginia.edu

Check an alias' availability:

Check Alias

Carefully consider what email alias to request, since if you change your mind, deleting an alias has consequences.

Current Aliases (Maximum of 7) You can drop 8 alias(es) before lockout.

Current aliases in this domain	Deliverable Address	Drop Alias
jeffrey.scheyer (@virginia.edu)	jeffrey.scheyer@nova.org	<input type="checkbox"/> Drop this alias
jes6mq (@virginia.edu)	jeffrey.scheyer@nova.org	<input type="checkbox"/> Drop this alias

Primary Address (permanent alias)

Submit

For questions or comments about email address management, please [contact us](#).

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That is the desired end state. The <computing ids>@virginia.edu email address being routed to the deliverable email address of their choice

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.