

UT Space Institute Forwarding “[NetID]@tennessee.edu” Email

To receive notices of pay statement availability and password expiration

Email notification that your online pay statement is available will be sent to your “[NetID]@tennessee.edu” email address. If this is not the email address you normally use, you will need to forward your “[NetID]@tennessee.edu” email address to a different email address.

Faculty and Staff instructions:

To set up routing of email, visit the Directory Services home page at

<https://directory.utk.edu/>

1. Click on "Change My Directory Info".
2. Login in with your NetID and NetID password
3. Click on "Login".
4. Type your email address into the box labeled "Email Address:"
5. Click on "Submit".
6. Verify that the addresses are correct, and then click "Apply".
7. If changes are needed, click on "Change Mail Addresses", and start over.
8. When done, click on "Logout".

Student instructions:

UTSI students have e-mail accounts on the Knoxville Exchange server but may not be using them. Follow the instructions below.

To set up mail forwarding for the UT Knoxville Exchange/Tmail system, please visit the OIT Account Management page found at <https://ds.utk.edu/uact/>.

1. Click on "Email Account Management".
2. Click "Add Email Aliases".
3. Follow On-Screen Prompts and Instructions

Students are also able to change their primary email account between Office 365 or Google through the UT OIT Department. <https://ds.utk.edu/uact/>.