

Alternate Email Address

Step 1: Follow this <u>link</u>. After signing in, you should see the screen below.

VANDERBILT VUNIVERSITY								
Home My W	Step 1: Click the triple bar ("hamburger") menu, which will lead to the drop-down menu seen on the next page							
Арргом	als >	Request Access	>	Track My Requests	>			
Latest Approvals Currently no data								
Ali >								

Steps 2 & 3: Select End User Tools, then Add Email Alias.

VANDERBILT VUNIVERSITY						
🗙 Home My Work -						
My Dashboard Step 2: Click End User Tools						
E My Tasks						
Image: Tools Request Access >						
View My Email Addresses						
Track My Requests						
Request Access						
Update My Cell Number						
Change My Password						
Change My Authentication Questions Step 3: Click Add Email Alias						
View My Profile						
Add Email Alias						
Set Preferred Display Name						



Steps 4 & 5: Enter your desired alternate email address(es) and submit your request.

Add Email Alias						
Your permanent email address is the original email address issued to you when you joined Vanderbilt. Your primary email address is the address that you will send emails from and will be your visible presence in the address book. You can also add up to 2 additional aliases that will deliver mail to your mailbox, but will not be available to send from. Step 4: Enter your desired email address in the Alternate Email Address1 field. If desired, enter a second alternate email address in the Alternate Email Address2 field.						
Please add/edit your email addresses below:						
Alternate Email Address1: Alternate Email Address2:		Domain				
		@Vanderbilt.Edu	Step 5: Click Continue to submit the request.			
		Domain				
		@Vanderbilt.Edu				
Cancel Request			Continue			