

## 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 Your Directory Information".
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 "Apply".
6. Verify that the addresses are correct, 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 Tmail/Exchange Account Management page found at <https://ds.utk.edu/uact/>.

1. Click on "Tmail/Exchange Account".
2. Click "Manage Your Tmail/Exchange Account".
3. Login with your Exchange username and password.
4. Select "Mail Forwarding".
5. Enable mail forwarding.
6. Enter the email address account to which you wish to forward your mail. Note that we have no way of verifying that you entered this address correctly, so make sure that it's correct.
7. If you choose to "Retain copies of forwarded mail?" it may be necessary to login to your Tmail account from time to time and delete some messages to make sure you don't go over quota. Alternatively, if you choose not to retain copies, emails lost or blocked by your new email service provider may not be recoverable by OIT