Step-by-step Guide to Changing your Student Email Address

Dear students,

As you are called on in future to contact lecturers and staff members of Goethe University Frankfurt via your student email address, we would like to advise you that you can change the name.

When you enrol or start work at the university, you are allocated your own university email account with the corresponding address, e.g. s0123456@stud.uni-frankfurt.de or amuster@em.uni-frankfurt.de. This is referred to as your **standard identity**. When you send emails from your university email address, this address appears by default in the "From" line of an email.

You can, however, specify alternative names (= **identities**) for your email account. For example, you can add anna_muster@em.uni-frankfurt as a second identity to your standard identity amuster@em.uni-frankfurt if you would like the recipients of your emails to see this as the sender address. Such an identity is purely "cosmetic" – no changes are made to your original email address.

To complete this process successfully, you need to take two steps:

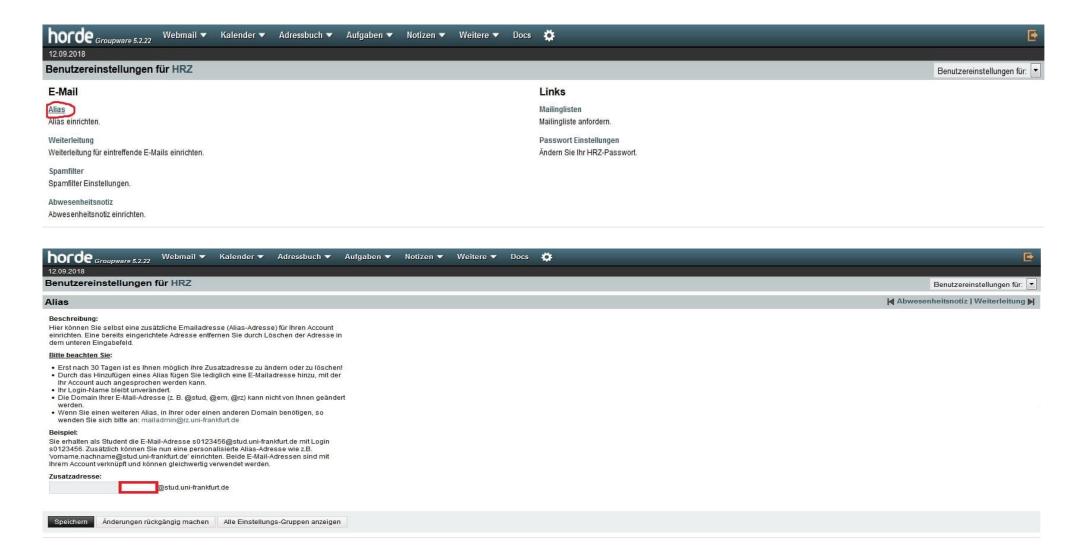
- 1. Create an alias
- 2. Change your identity

1. Create an alias

So that you can receive emails with this (chosen) identity too, you need an **alias**. You can create no more than one alias yourself. Please note that you can only create aliases within your own domain, i.e. you can create anna_muster@em-uni-frankfurt.de as an alias for amuster@em.uni-frankfurt.de, but not e.g. for anna_muster @soz.uni-frankfurt.de.

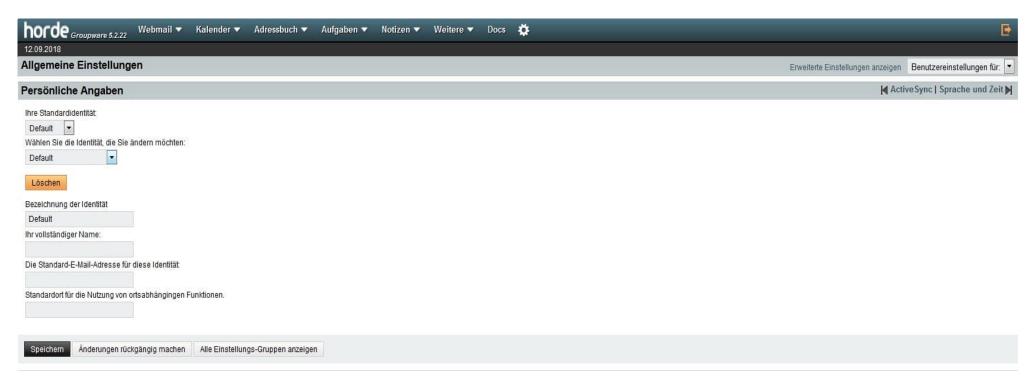
You can create your chosen alias in Webmail under "Benutzereinstellungen für HRZ_Alias_Alias einrichten" ("User Settings for University Computing Centre_Alias_Create Alias").



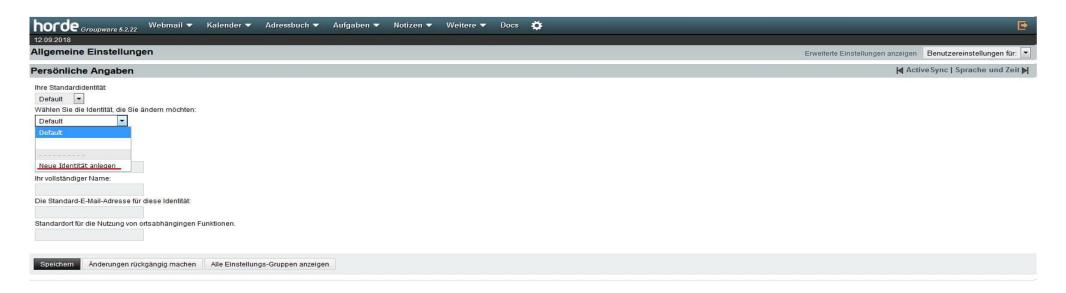


2. Change your identity

You can then edit or delete existing identities, create new identities and assign an identity as your standard identity under "Benutzereinstellungen_Allgemeine Einstellungen_Persönliche Angaben" ("User Settings_General Settings_Personal Data").



Select "Neue Identität anlegen" ("Create new identity") in the drop-down menu in the field "Wählen Sie die Identität, die Sie ändern möchten" ("Select the identity that you wish to change").



Enter your data in the text fields and click on "Speichern" ("Save"). At the end of the process you will receive a confirmation email.

Please note that the name of your standard identity (e.g. s0123456 or amuster) remains your username with which you log onto university websites such as Webmail.

IMPORTANT: To create a new identity, an alias with this address must exist as described above.