

UF Business Email Address Verification

To avoid the following:

- Missing critical UF communications
- Instructors cannot communicate to students from within E-Learning in Sakai
- Deficit in establishing connections with colleagues and peers

Please follow the following steps to insure correct and timely communication with all University of Florida Staff.

Depending on which college you are affiliated with, there are guidelines for specific email use and policy, such as email forwarding. Most colleges provide incoming students, faculty, and staff information and training on these requirements. For general information, visit:

<http://help.gatorlink.ufl.edu/email.html>

Instructions to update your UF Business Email Address:

(1) Go to: <https://my.ufl.edu/ps/signon.html>

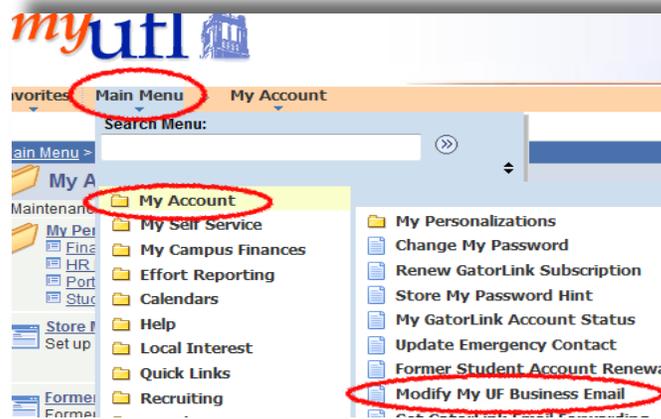
(2) Click “Access MyUFL.”



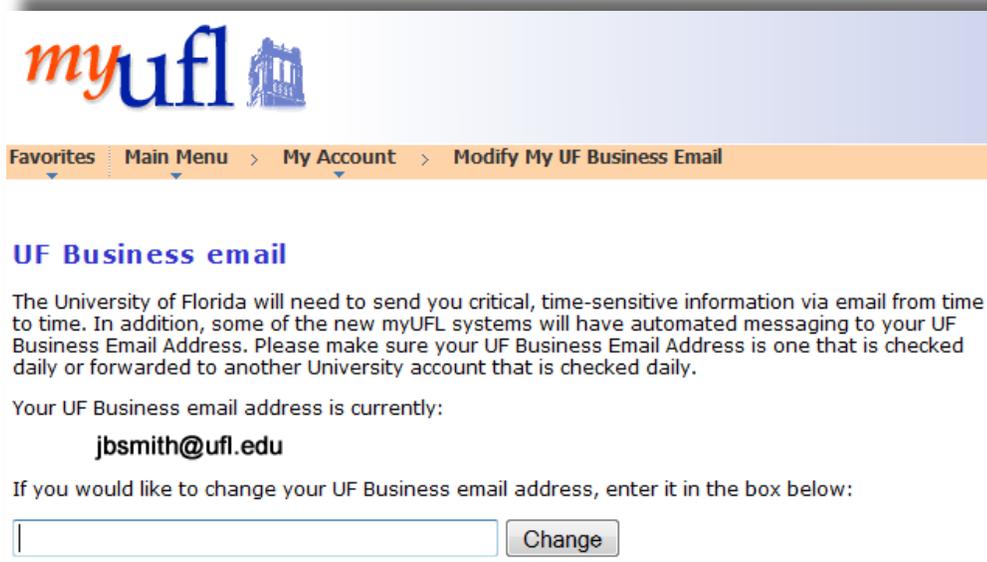
(3) Log in with you Gatorlink credentials (username, password).

A screenshot of the UF Authentication login form. The form has a blue header with the text "UF | Authentication". Below the header, there are two input fields. The first field is labeled "GatorLink Username" and contains the text "james@ufl.edu". The second field is labeled "Password" and contains a series of black dots. Below the input fields, there is a large orange button with the text "Login" in white.

(4) Select “Main Menu,” then select “My Account” then “Modify My UF Business Email.”



(5) Follow the instructions to view/change your UF business email (imaged below).



Note: A UF Business email ends in @ufl.edu, as in the example. If not, please change it.

Functionality Check! After viewing/changing the display of your UF Business Email address within myUFL, you can test it by sending an email to yourself, looking within the Sakai Profile tool (located at the “My Workspace” area when you login), or viewing it in within the Sakai Roster tool (if the roster is made viewable to you in a Sakai course).

Pitfalls of choosing not to use your UF email:

- *Students may miss critical UF communications.* Important news, events and responses to requests or questions are sent via email. In turn, important communications you send may be missed. The volume of email communication for most staff at UF is very high, so sending to multiple email addresses or resending emails becomes a burden very easily. Also, non-UF emails may not be trusted or may be treated as spam.
- *Instructors cannot communicate to students from within E-Learning in Sakai.* There are certain tools in Sakai that have functionality enabling instructors to conveniently communicate to students regarding feedback and grading. If a student's UF email is not updated, it will not display within these tools, which makes it difficult (and less likely) that students will receive important feedback.
- *There is a deficit in establishing connections with colleagues and peers.* The term "UF Business Email" has a professional sound for a reason: the messages you send and receive are professional communications, as are the people you send to and receive from. Students are in college to seek a professional career and the staff and faculty at UF hold professional positions in higher education. Use of email is a refined skill; it takes time to write, read, and respond to a professional email. Consider that it may be the only form of focused communication you may have, for example if you are in a distance education program. The more effectively and clearly you craft and send emails (including the use of an easily recognizable email address); the more likely you are to build strong communication networks with peers and college staff to the benefit of your professional development and presence at UF.