

[Update Your UF Business Email Address]

Use this instruction guide to update your UF Business email address in the UF Directory. Updating a UF Business Email Address cannot be delegated to a Directory Coordinator. An individual must update his or her own UF Business Email Address. The University of Florida will need to send you critical, time-sensitive information via email from time to time. In addition, some of the new myUFL systems will have automated messaging to your UF Business Email Address. Please make sure your UF Business Email Address is one that is checked daily or forwarded to another University account that is checked daily.

- ▶ Log on to myUFL (my.ufl.edu) use your GatorLink username and password
- ▶ Navigate to My Account > Modify My UF Business Email
- ▶ Your current UF Business email address will be displayed
- ▶ If you would like to change your UF Business email address, enter it in the box and press the Change button

If you need further assistance, please contact the UF Help Desk at (352)392-HELP or helpdesk@ufl.edu.



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