

Alumni Guide: Update Personal Email Address in CaneLink

Upon graduation, your University of Miami (UM) emails will forward to your personal email address, as noted in <u>CaneLink</u> (<u>canelink.miami.edu</u>), the University's student information system. Your UM email account (<u>name@miami.edu</u>) will become a forwarding-only account 60 days after our records indicate you are an official alumnus.

(Note: If you do <u>not</u> plan on adding a forwarding email address for your UM email account and would like to keep a copy of your emails, please feel free to export your emails, e.g., by manually forwarding messages to your personal email account.)

Quick Links: Update Personal Email – Ensure Active CanelD Status – Support

Update Your Personal Email Address in CaneLink

Follow the instructions below to update your personal email address in CaneLink and ensure emails sent to your UM email address are seamlessly forwarded.

Important: Make sure to add a personal email address that is currently active, valid, and that will remain functional for the foreseeable future.

Step 1: Log in to <u>CaneLink</u> (<u>canelink.miami.edu</u>) using your **UM credentials** (CaneID and password).





Alumni Guide: Update Personal Email Address in CaneLink

Step 2: Click on "My Profile" and select "Contact Information."

Ш	\int_{MI} CANELINK \equiv	Contact Info						
::	CaneLink Home		General Info	Biographical Info	Contact Info	Emergency Contacts		
÷	Dashboard		Addressee		Add Future Address 🗸 Add Address 🗸			
32	Proxy Home		huureeve					
8	My Profile		Local :		/			
	General Information	Mailing :			1			
	Biographical Information		Permanent :					
	Contact Info 🗸				2			
	Emergency Contacts		Phones		Add Phone Number 🗸			
	Schedule							
8	Class Information		Mobile: PREFERRED		/			
I.	Enrolment ~		Local:			/		
•	Academics ~		Other 1:			/		
8	Transcripts V		Emails			Add Email 🗸		

Step 3: Navigate down to "**Emails**" and select "**Add Email**." Enter your <u>personal</u> email address. Select "**Save**."

Emails	Add Email 🗸
Alias: PREFERRED	s.ibis@miami.edu
PERS EMAIL: Email.* s.ibis@gmail.com	
Cancel	Save

After you select "Save," you're all set! Now, your University of Miami (UM) emails will forward to your personal email address.



Alumni Guide: Update Personal Email Address in CaneLink

Ensure Your CaneID Remains in Active Status Every Six Months

Be sure to log in to <u>CaneLink</u> (<u>canelink.miami.edu</u>) at least **once every six months** to keep your University of Miami CaneID active.

When logging in to CaneLink, select the "CaneLink for Student" tile (even though you are an alumnus) to keep your email forwarding active.

LI CANELINK						٦
	CaneLink Maintenance		CaneLink for Student	CaneLink for Faculty/Staff	CaneLink for Proxy	
	Blackboard	'Canes Central	Class Search	Course Catalog	Browse Classes	
	Dip Sheets and Tutorials	CONTROL Find Cognates	(international contents) Navigate	Student Well-Being	Sexual Assault Resources	
	Undergraduate Applicant Portal	Additional Student Resources				

Have Questions? We Can Help!

Access more information about changes to IT services after graduation.

If you have any questions, please contact the IT Service Desk – Coral Gables/Marine: 305-284-6565 or <u>help@miami.edu</u>; UHealth/MSOM: 305-243-5999 or <u>help@med.miami.edu</u>.