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 CaneLink (canelink.miami.edu), the University's student information system. **Your UM email account (name@miami.edu) will become a forwarding-only account 60 days after our records indicate you are an official alumnus.**

(Note: If you do not 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 CaneID 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 CaneLink (canelink.miami.edu) using your **UM credentials** (CaneID and password).

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Step 2: Click on "**My Profile**" and select "**Contact Information**."
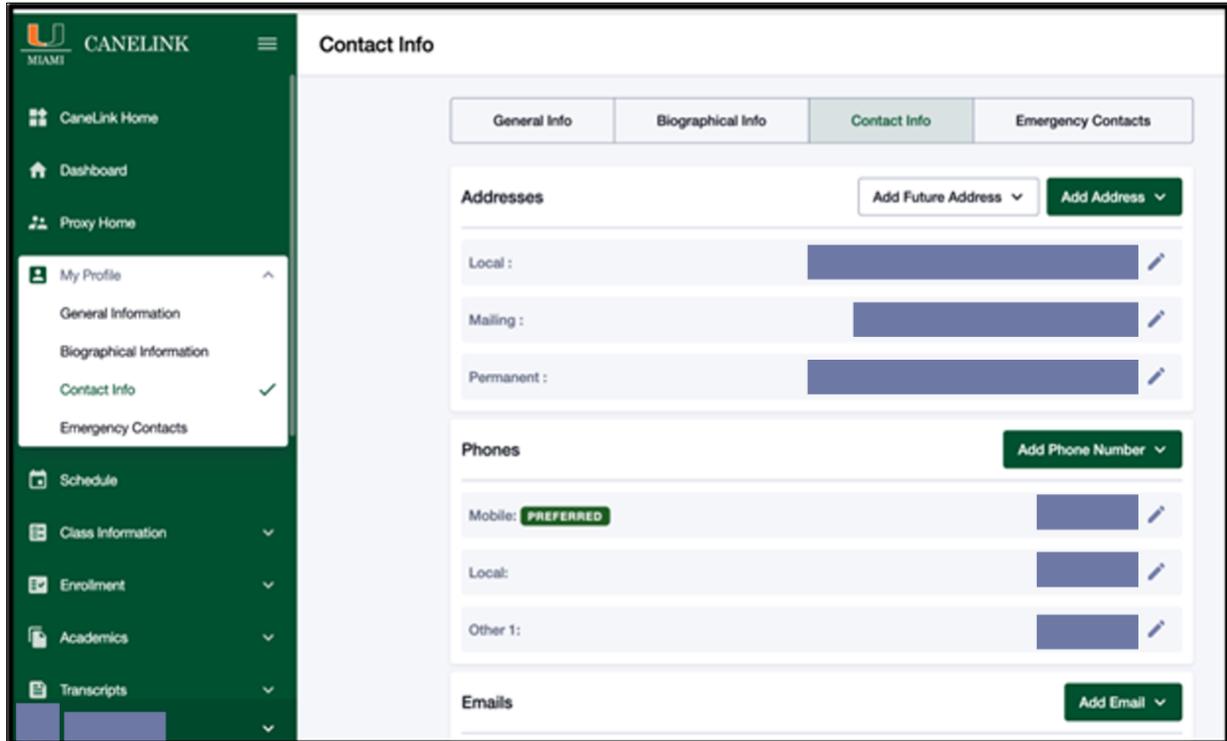
Step 3: Navigate down to "**Emails**" and select "**Add Email**." Enter your *personal* email address. Select "**Save**."
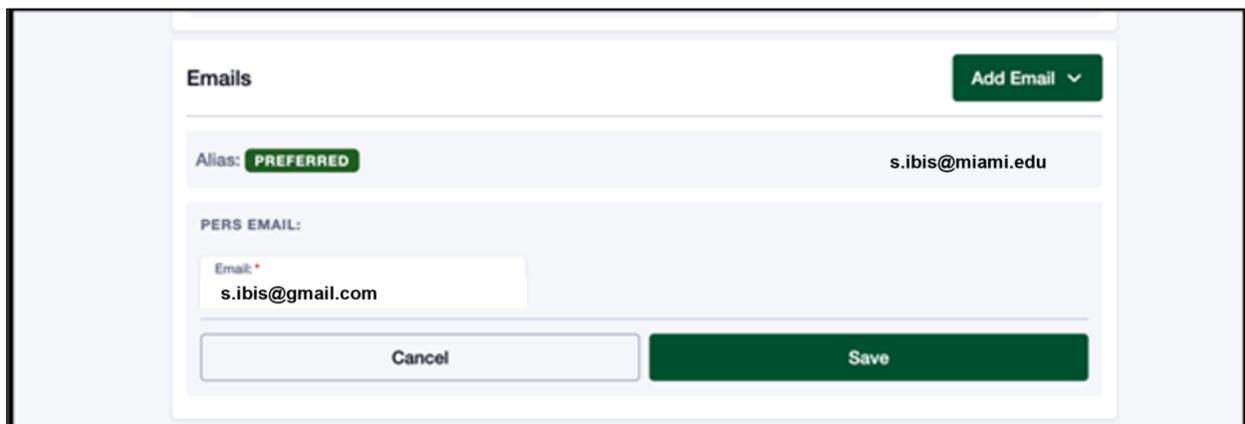
After you select "Save," you're all set! Now, your University of Miami (UM) emails will forward to your personal email address.

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Ensure Your CaneID Remains in Active Status Every Six Months

Be sure to log in to CaneLink (canelink.miami.edu) 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.
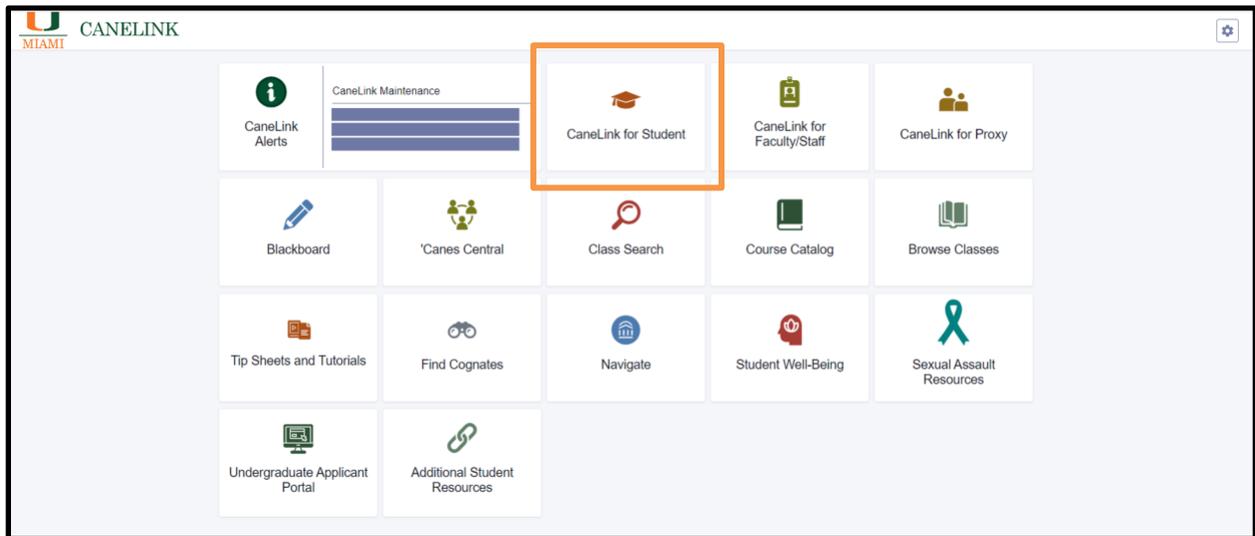
Have Questions? We Can Help!

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 help@miami.edu; UHealth/MSOM: 305-243-5999 or help@med.miami.edu.