Instructions for Creating Med School Email Account

1. Go to onyen.unc.edu

Graphical user interface

Description automatically generated

1. Click on “Email & Calendar”
2. Login using your onyen and password
3. Click on “My Aliases” Graphical user interface, text, application

   Description automatically generated
4. In the “Add New Alias” section,

Graphical user interface, text, application

Description automatically generated

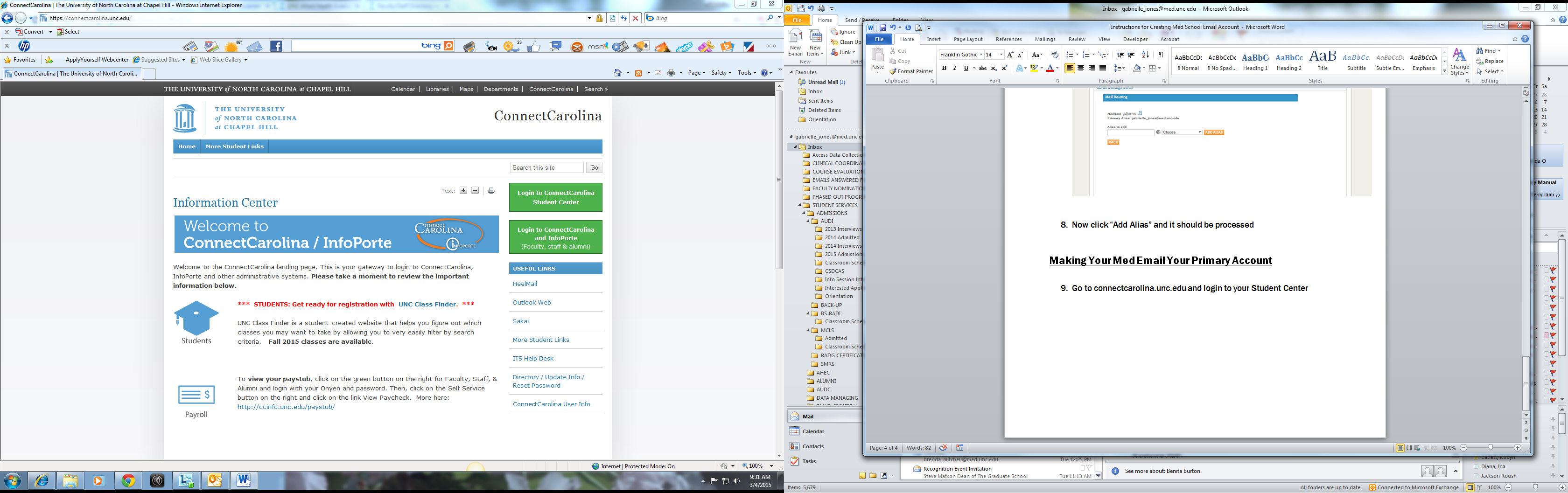
Complete the new email alias prefix using the following standard:

firstname\_lastname, i.e. “jane\_doe”

Within the Domain dropdown: be sure to select “med.unc.edu” as shown above.

**Making Your Med Email Your Primary Account**

1. Go to connectcarolina.unc.edu and login to your Student Center



1. Select the “Self Service” option from the dropdown menu located within the dark blue menu bar at the top of your screen.
2. Select “Personal Information”

Graphical user interface, text, application, chat or text message

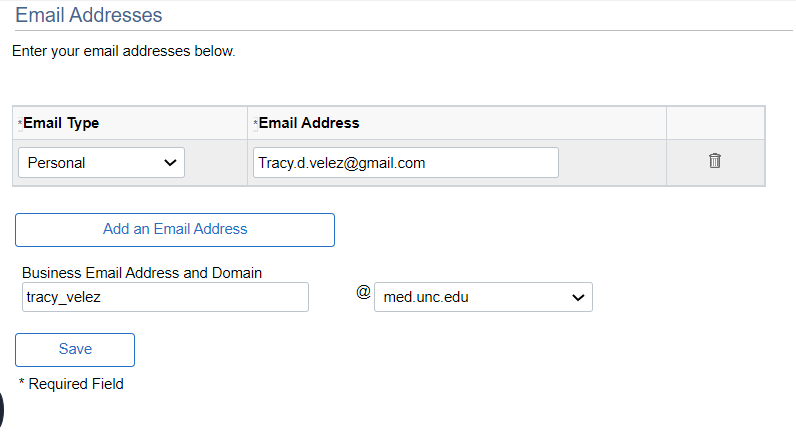
Description automatically generated

1. Select “Email Addresses” from the left-hand menu options.

Graphical user interface, text, application, email

Description automatically generated

1. Modify any existing “Business Email Address and Domain” reflects your @med.unc.edu email address.



1. Click Save to Activate Changes