Instructions for Creating Med School Email Account

1. Go to onyen.unc.edu



1. Click on “Email & Calendar”
2. Login using your onyen and password
3. Click on “My Aliases” 
4. In the “Add New Alias” section,



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”



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



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

1. Click Save to Activate Changes