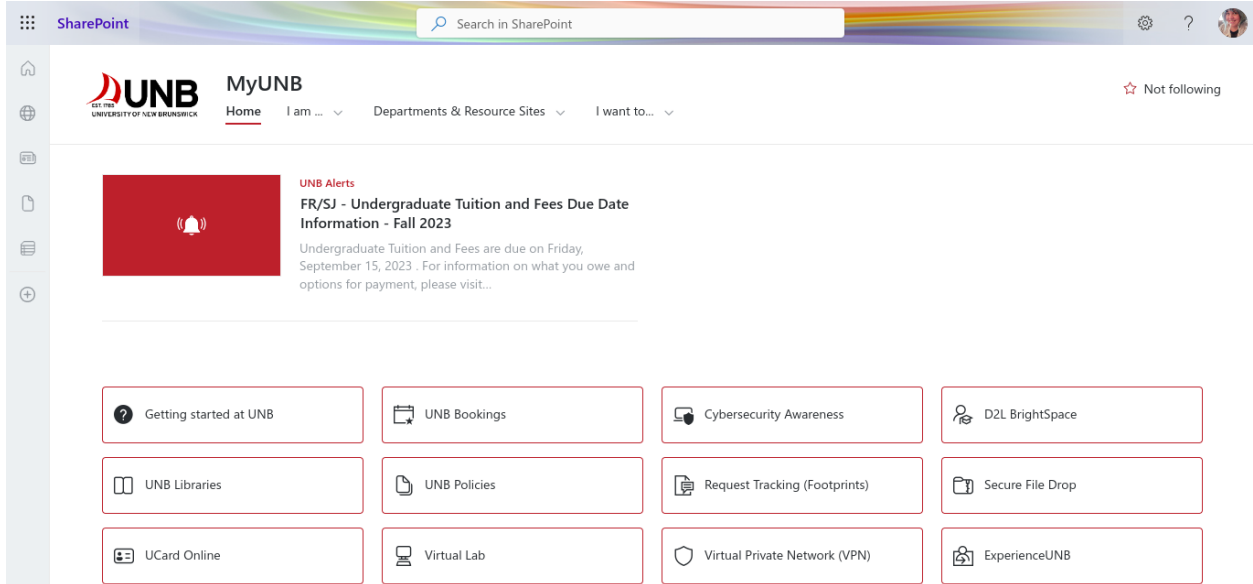
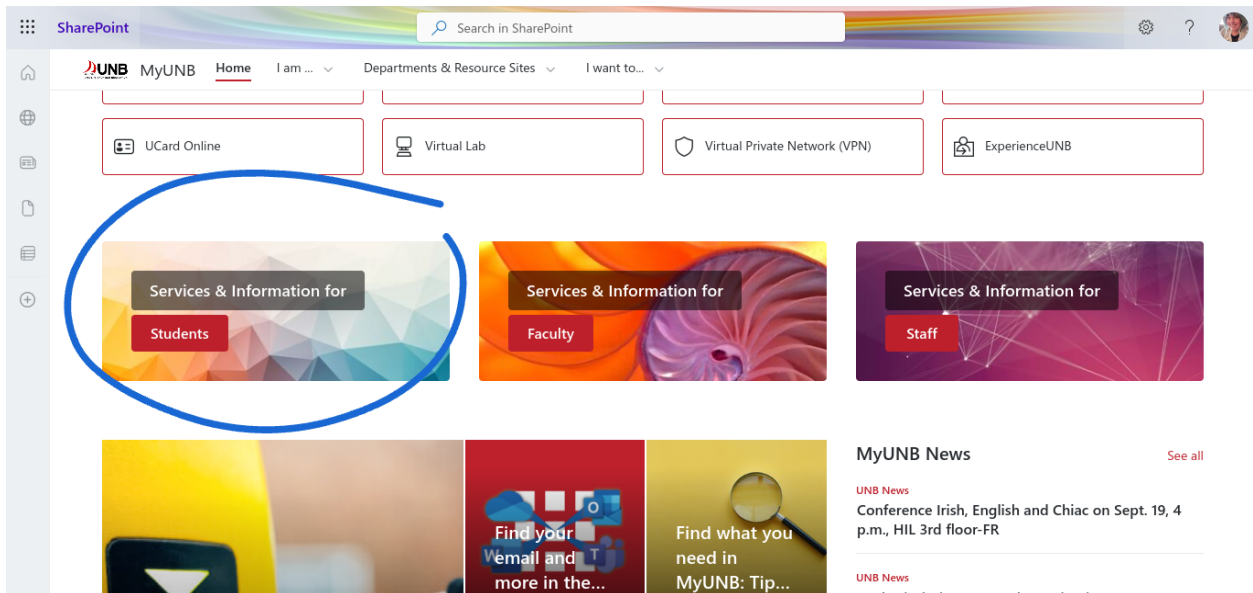


Follow this step-by-step guide to change your **UNB email address**. This guide works as of Fall term 2023.

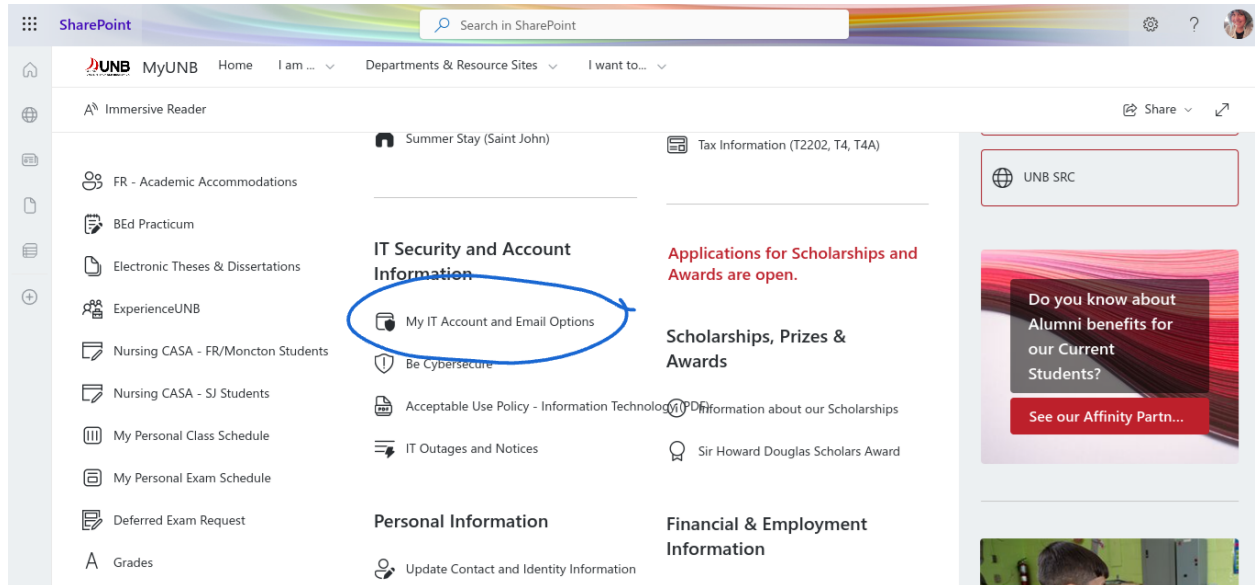
1. Log onto your UNB Intranet Sharepoint.



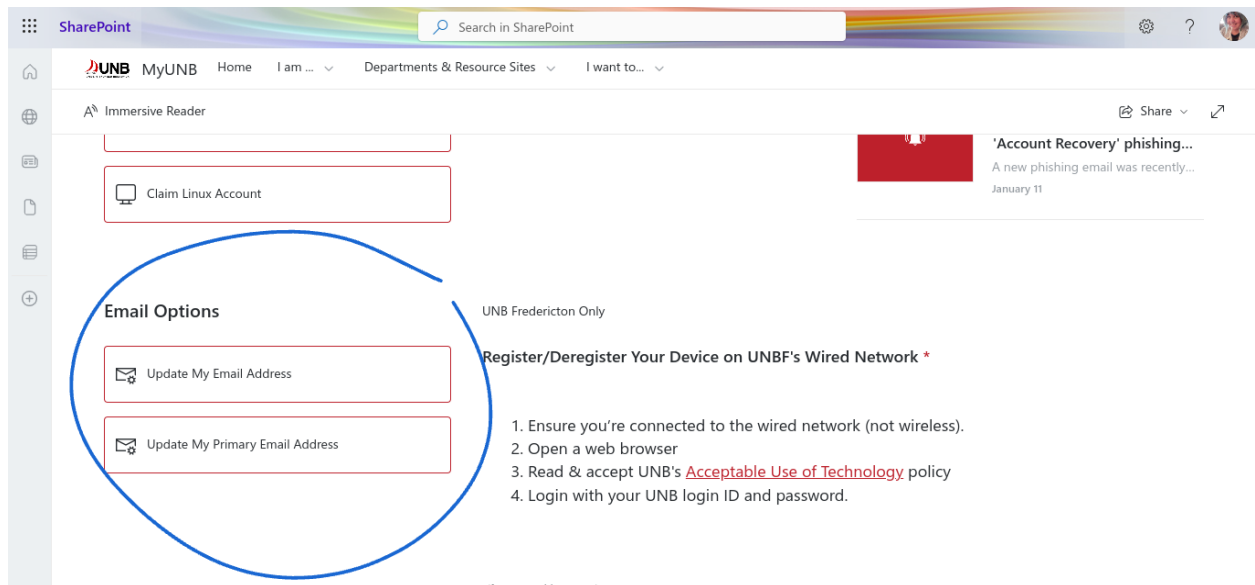
2. Scroll down and click “Services & Information for Students” (note: faculty/staff can also change their email address; all steps remain the same except they would click “Services & Information for Faculty” or “Services & Information for Staff”).



3. Scroll down, and click “My IT Account and Email Options”, found under **IT Security and Account Information**.



4. From the new page, scroll down until you see **Email Options**, and choose which email address you would like to update.



5. Type in your new email address and click continue. You will see a new page that tells you that your address was changed successfully. It may take a few hours to a day or so until the change is reflective on Sharepoint/Outlook.



Update your Email Address

Your email address is currently set to **void.nason@unb.ca**.

You may keep this email address, or enter a new one below. If you choose a new one, your old one will cease to function.

Your UNB email address:

- **Must** include at least one period (.)
- **Can** include letters and/or numbers
- **Can** include underscores (_), hyphens (-) and/or apostrophes (')
- **Cannot** include special characters like \$, %, *, @, #, etc.

Choose an Email Address:

void.nason

@unb.ca

Continue