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.

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	Undergradu. September 1	ate Tuition and Fees are due on Friday, 5, 2023 . For information on what you owe and					
$\oplus$	options for p	payment, please visit					
	Getting started at UNB	UNB Bookings	Cybersecurity Awareness	D2L BrightSpace			
	UNB Libraries	UNB Policies	Request Tracking (Footprints)	Secure File Drop			
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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.

		Email Address				
Update your Email /	Address					
Your email address is currently set to <b>void.nason@unb.ca.</b>						
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						
Choose an Email Address:	void.nason	@unb.ca				
Continue						