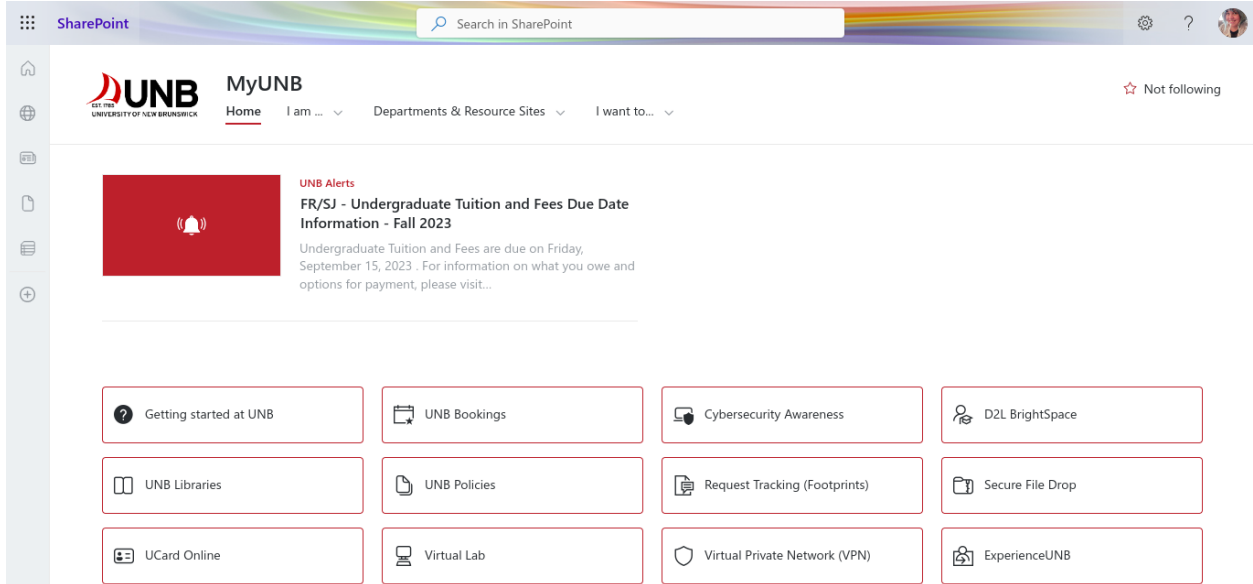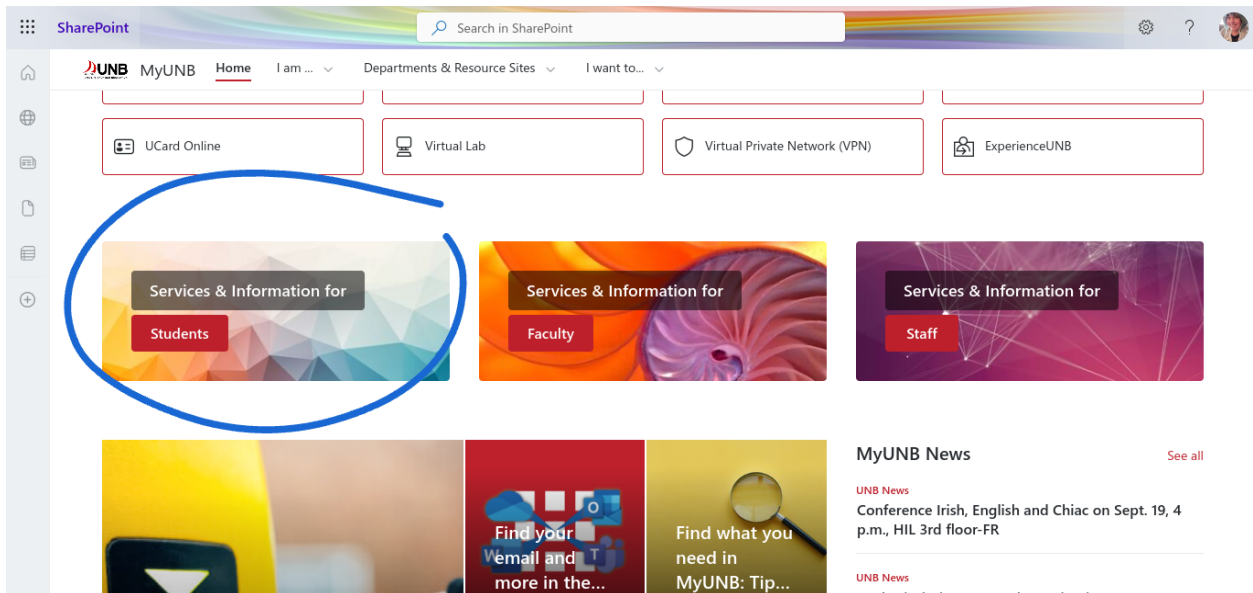Follow this step-by-step guide to change your **UNB email address**. This guide works as of Fall term 2023.
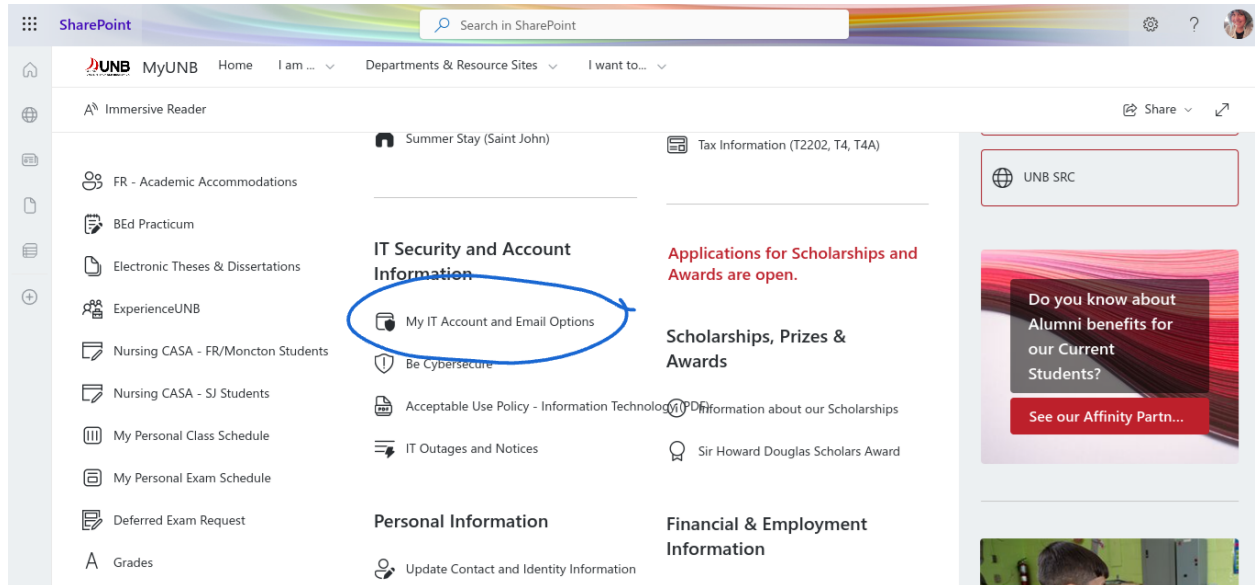
1. Log onto your UNB Intranet Sharepoint.
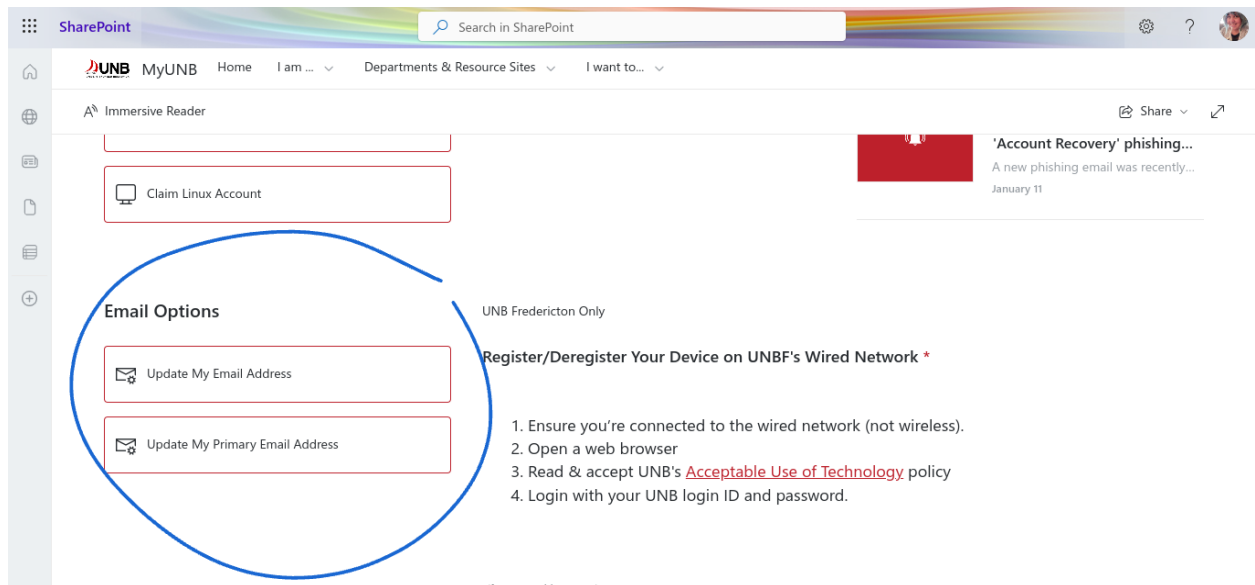

2. Scroll down and click "Services & Information for Students" (note: faculty/staff can also change their email address; all steps remain the same except they would click "Services & Information for Faculty" or "Services & Information for Staff").

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.