

ASUGMAIL

By default, every ASU student has two email addresses delivered to the same inbox:

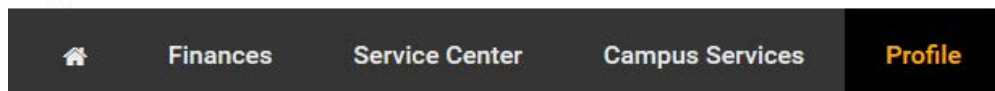
1. First.Last@asu.edu
2. ASURITEUserID@asu.edu

Follow these steps to ensure that you are receiving emails sent to both addresses in your ASU Email inbox.

1 Login to My ASU and click PROFILE



My ASU



2 Click UPDATE EMAIL FORWARDING

Contact Details	
<u>Home Address:</u>	<u>Phone Numbers:</u>
	Home:
	Cellular:
	Local:
<u>Billing Address:</u>	<u>Public Email:</u>
	@asu.edu
<u>Local Address:</u>	<u>ASU Email Forwarding:</u>
	Forwarding to: @gmail.com

3 Click the “Gmail for ASU” button to remove forwarding and send all ASU emails to your ASU Gmail account

ASU ARIZONA STATE UNIVERSITY

My ASU

Manage your ASU email address

Current public email address: **First.Last@asu.edu**

Email Alias ⓘ

Current alias: **First.Last** ← CHANGE YOUR ALIAS

Email Delivery ⓘ

CLICK HERE! → [Gmail for ASU](#) Why Gmail for ASU?

[Non-ASU Email Forwarding](#)

4 Click on the pencil under EMAIL ALIAS

5 Verify your email aliases. Changes are saved immediately but may take up to 15 minutes to go into effect

Your First.Last name is standard, but you may change your primary alias to any of your aliases by clicking on the desired alias.

Set your primary alias ⓘ

asurite (ASURITE ID)

✓ 🗑️ First.Last

Or, create a new alias

Submit

May take 15 minutes to process.

In addition to your First. Last and ASURITE, you may add your own alias(es), such as nickname@asu.edu here.