

Electronic Mail Address Application

for faculty, staff and teaching graduate students

Purpose: A UH-style electronic mail (e-mail) alias provides you with a standard domain-style alias in the form: name@uh.edu. The standard form for the alias is first initial-last name, e.g. BSmith, giving an e-mail address of BSmith@uh.edu. Your UH-style e-mail alias should be given out to anyone requesting your e-mail address. UH-style aliases are only available to faculty, staff and teaching graduate students.

Return this form to: **IT Support Center - TSS 2002**. Allow one week for processing. Your electronic email alias information will be electronically mailed to you or you can pick it up in room 56 of the M.D. Anderson Library. For questions regarding this application call the Technology Support-Help Desk at 713-743-1411.

PERSONAL INFORMATION

(Please print or type)

Last Name	First Name	Middle Initial	Building	Room #
Title	Phone #		ID # (Cougar 1Card)	
Department	Mail Code		Check one: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Graduate Student	

ELECTRONIC MAIL ADDRESS INFORMATION

This section is for specifying your electronic mail address. The UH standard is first initial-last name. List your 1st and 2nd choice. Your 2nd choice will be used if your 1st choice has been taken.

Example: 1st: BSmith@uh.edu or 2nd: BLSmith@uh.edu

Check one: New
 Re-Direct (existing email alias)

1st Choice: _____

2nd Choice: _____

E-MAIL DESTINATION ACCOUNT INFORMATION

Your e-mail alias will be set-up to point your e-mail to the destination account of your choice. Which account would you like to receive your mail?

Use my existing computer account. I am including the userid and system of the account. (Example: [bsmith](#) [mail.uh.edu](#))

_____ **userid**

_____ **system**

Signature

Date

DO NOT WRITE BELOW THIS LINE

Date Received _____

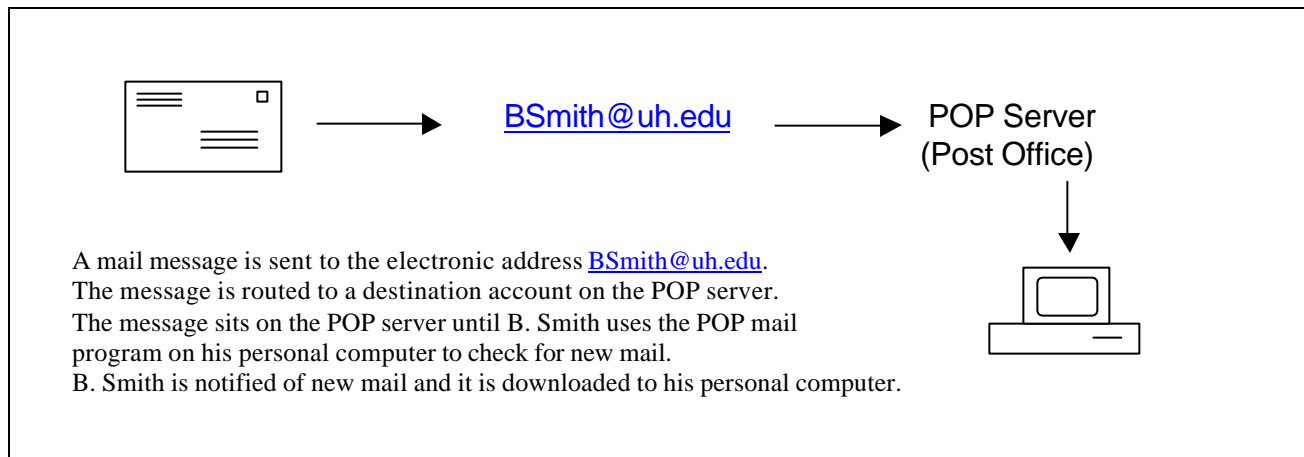
Case ID# _____

Date Completed _____

Email Entry ID# _____

What is POP mail?

There are several electronic mail (e-mail) programs available on campus which you can use to read electronic mail. Many assume that the only way to read e-mail is from an account on a mainframe computer. It is possible to send and receive e-mail on a Macintosh or IBM compatible PC using Eudora a POP (Post Office Protocol) mail program. Mail sent to POP mail users is not sent directly to the user's personal computer. It is stored in a computer account. Therefore, all POP mail users must have a computer account where their mail is stored. On command, Eudora on a Macintosh or Windows computer checks your account for mail, retrieves any new mail that has arrived and sends it to your personal computer. Below is an illustration of e-mail sent to a user using Eudora.



Can I use Eudora or Outlook on my computer without a POP Account?

Yes, any mainframe computer account can be used with Eudora or Outlook except for an Admin account. The computer account you choose is specified in the configuration of Eudora or Outlook on your personal computer.

What exactly is an UH-style alias?

The alias is an alternative to using your regular e-mail address, which may be long and not identify you by name. The alias is in the format first initial lastname@UH.EDU. This format is easier to remember than the standard e-mail address assigned when you received your computer account.