



CHARLOTTE
OFFICE OF ONEIT

Mail Migration #391

Moving University Email from @uncc.edu to @charlotte.edu

Email address migration



Beginning on **May 18, 2023** all student, faculty, staff, emeritus, generic accounts will receive a

@charlotte.edu email address

NOTE: This will include yourninet@charlotte.edu and your.alias@charlotte.edu (if you have an alias)

These changes are for the main uncc.edu email domain; alumni email is excluded from this initial effort. Google group email is also excluded at this time.

Receiving Emails



You will continue to receive emails sent to your **@uncc.edu** address
AND begin to receive emails sent to your **@charlotte.edu** address

yourninet@uncc.edu

your.alias@uncc.edu

yourninet@charlotte.edu

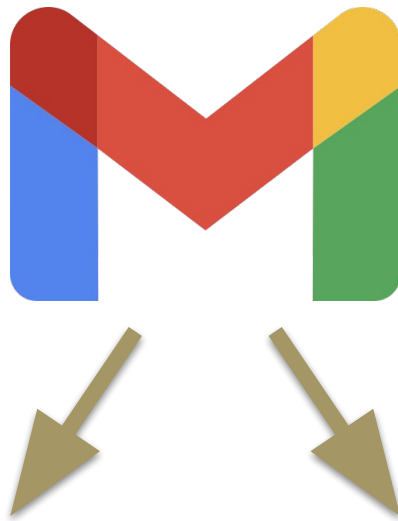
your.alias@charlotte.edu



Sending Emails



Default sending email address will be your **@charlotte.edu** email address



yourninetnet@charlotte.edu

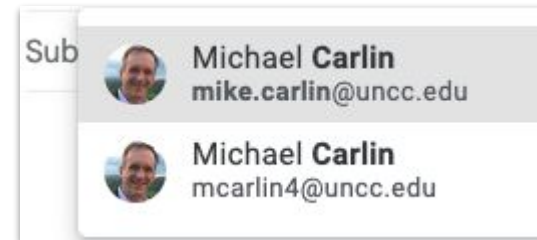
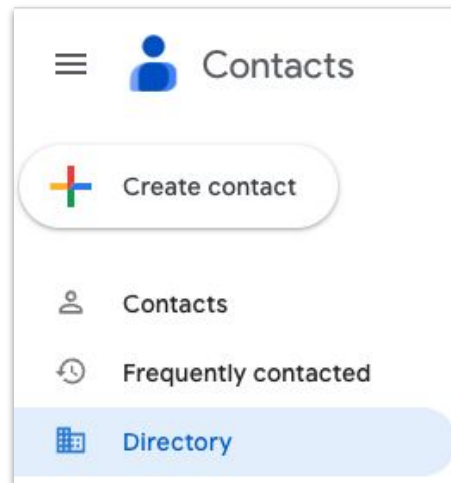
OR

your.alias@charlotte.edu

Contacts / Directory



Contacts / Directory will show both @charlotte.edu AND @uncc.edu email addresses. **Choose @charlotte.edu when sending email.**



→ *2 more charlotte.edu email addresses will show up in the directory after May 18th.*

yourninetnet@charlotte.edu

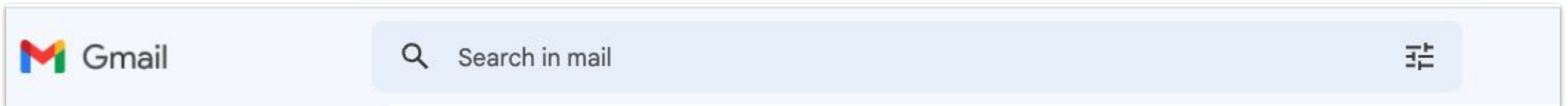
AND

your.alias@charlotte.edu

Gmail Searching



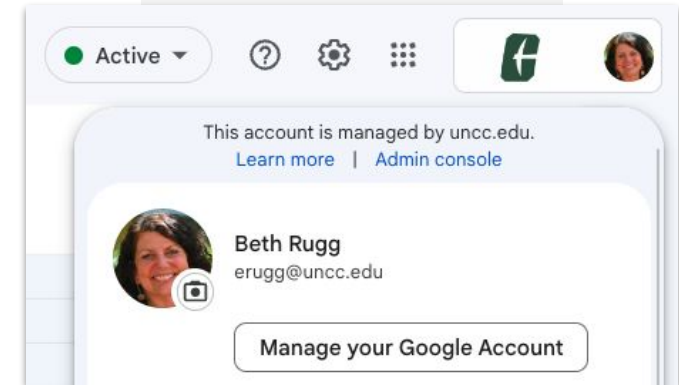
Gmail will automatically search for both **@charlotte.edu**
AND **@uncc.edu** email addresses.



What's Not Changing: Google Account



Your Google account is not changing, it will still be **@uncc.edu**. The option to rename your account will come later.



What's Not Changing



Since your account is not changing, you will still see **@uncc.edu** in:



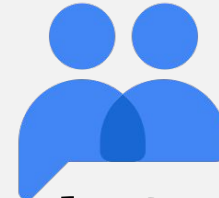
Google Calendar



Google Drive



Google Meet



Google Groups

*Google group email addresses
& membership will not be
initially updated.
It will be a separate project.*

What's Not Changing



- Logging into systems with Single Sign On (SSO) e.g. Canvas, my.charlotte.edu, Banner
- Using Duo
- Using Eduroam on campus; off campus will need **@uncc.edu** email address
- Sharing to **@uncc.edu** for systems that don't use email aliases (DocuSign, Dropbox)

CHARLOTTE Web Authentication @ Charlotte

NinerNET ID:

Password:

Log In

[Forgot your password?](#)
[Get Duo Code](#)

Use of this service is conditional on compliance with the University's [Computing Network Policies](#).

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

You'll still see @uncc.edu



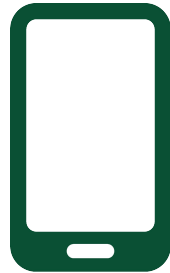
- This is just the beginning.....
- We still need to switch your primary account name to **@charlotte.edu** AND update email addresses in all systems (*e.g. Banner, Dropbox, Adobe*)
- This will take 1-2 years
- Until everything is switched, expect to see BOTH **@uncc.edu** and **@charlotte.edu**

What you'll need to do May 18th...

Update email signature
to @charlotte.edu



Norm Niner | University Mascot
UNC Charlotte | University Communications
9201 University City Blvd. | Charlotte, NC 28223
Norm.Niner@charlotte.edu | 704-687-8622
charlotte.edu



Check mobile
devices

Update external
discussion groups /
list serves



Update 3rd party
tools manually
(e.g. Doodle, LinkedIn,
LucidChart, Asana)



The exact amount of time it takes for accounts to be created is TBD. This work can not be done until the account has been created.

What faculty & staff need to do May 22nd...

Update email
signature to
@charlotte.edu



Norm Niner | University Mascot
UNC Charlotte | University Communications
9201 University City Blvd. | Charlotte, NC 28223
Norm.Niner@charlotte.edu | 704-687-8622
charlotte.edu



Verify
"SendAs"
settings

Update Gmail
settings, apply
signature to new
account



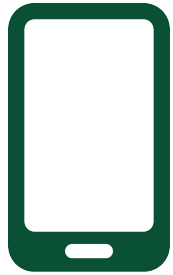
Check mobile
devices

Update external
discussion groups
/ list serves



The exact amount of time it takes for accounts to be created is TBD. This work can not be done until the account has been created.

What students need to do May 22nd...



Check mobile devices



Use charlotte.edu for email not logging into systems

Some specialized systems may still use uncc.edu for login



For May '23 Graduates



Graduates maintain accounts for ~2 semesters. Grads will get **@charlotte.edu** applied just like everyone else.

For Current Alumni



- Alumni email addresses (**@alumni.uncc.edu**) are not being updated on **May 18, 2023**, a separate project will be initiated.
- If a May '23 grad wants an alumni account, they will get one with **@uncc.edu** address

For Fall '23 Incoming Class



- New students will have both **@uncc.edu** and **@charlotte.edu** email address
- Default sending address will become **@charlotte.edu** on May 22nd for existing accounts

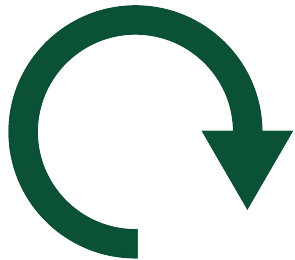
New Accounts

For students, faculty & staff



- Nothing changes on May 18th; the account provisioning process stays the same.
- In the future that will change; new accounts will get created with **@charlotte.edu** address by default but they will still have a **@uncc.edu** address in systems.

For Website Content Owners



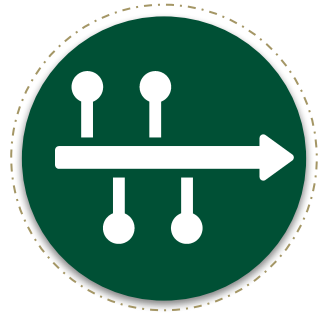
- You will need to manually update email addresses listed on websites **after May 18, 2023** to the new **@charlotte.edu** email address.
- Pdfs will also need to be manually updated.

For Alumni Affairs



Alumni email addresses (@alumni.uncc.edu) are not being updated on **May 18, 2023**, a separate project will be initiated.

Timeline



March - May '23

Pilot change within OneIT

May 18, 2023

Go Live with @charlotte.edu email aliases for all accounts

Summer '23

*Develop user tool to "switch" primary account to **@charlotte.edu**;
start issuing new accounts with **@charlotte.edu** as default*

Academic Year '23-'24

User initiated "switch"

Summer '24

Automatically "switch" remaining accounts

After Summer '24

Continue to switch systems

Mail Migration to @charlotte.edu

coming May 18, 2023

@charlotte.edu

Default email addresses changing to @charlotte.edu.

@uncc.edu

Legacy email addresses @uncc.edu will still function.

Current Email Aliases

If you have an active email alias it will still function.

May 2023

@charlotte.edu address becomes the default send from address for the University community.

May 2024

@charlotte.edu address becomes your primary email; @uncc.edu should no longer be used.



Access to University Systems

This change will not impact how you access University systems via single sign on.

Access to external systems

Update the email address associated with external websites, tools, systems to the new @charlotte.edu default.



LEARN MORE
go.charlotte.edu/RHPJ

Contact us/ Resources



>Email questions:

gmail-change-group@uncc.edu

>Website:

<https://itprojects.charlotte.edu/highlighted-projects/project-391-mail-migration>

>FAQs:

<https://spaces.charlotte.edu/display/FAQ/Gmail+Change+to+@charlotte.edu>