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 yourninernet@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.
Sending Emails

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

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

yourninernet@charlotte.edu AND your.alias@charlotte.edu

2 more charlotte.edu email addresses will show up in the directory after May 18th.
Gmail will automatically search for both @charlotte.edu AND @uncc.edu email addresses.
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)
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

Update external discussion groups / list serves

Check mobile devices

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
- Update Gmail settings, apply signature to new account
- Verify "SendAs" settings
- 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 cannot 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.
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.

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.

@uncc.edu
Legacy email addresses @uncc.edu will still function.

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