

Setting a CMUname

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For information related to this topic refer to:

- [Email Overview \(http://www.cmu.edu/computing/email/index.html\)](http://www.cmu.edu/computing/email/index.html)

Last Updated: 10/18/2007

CMUname Selection Rules

Following are the rules to consider when selecting a CMUname.

1. If your CMUname choice matches one cmu.edu entry uniquely, no one but that person can select it as their CMUname. Otherwise, an address that had been routing mail to a user would suddenly stop working.
Example:
Jane Smithenheimer is the only match for "smithenheimer" at cmu.edu. Thus, only Jane can choose "smithenheimer" as her CMUname.
2. If a CMUname choice matches one (and only one) organizational user ID, only the person with the matching organizational user ID may choose that CMUname.
Example:
Joe Charger of the ECE department has the organizational user ID of charger@ece.cmu.edu, and no one else has the user ID "charger". Thus, only Joe may choose "charger" as his CMUname.
3. If a CMUname choice matches two or more organizational user IDs, then no one is able to choose that CMUname without mutual agreement between individuals and organizations. If you find yourself in this situation, get permission from the other user who matches your desired CMUname, and send it to [Advisor \(mailto:advisor@andrew.cmu.edu\)](mailto:advisor@andrew.cmu.edu).
4. Last names in the CMU.EDU database that do not match organizational User IDs can only be chosen by people with that last name on a first-come first-served basis.
Example:
There are no organizational user IDs of "smith"; the first person whose last name is Smith who chooses that as a CMUname will receive it.
5. If a CMUname choice does not match a user ID, last name, or unacceptable name (see the last selection rule), that CMUname choice is available to anyone on a first-come first-served basis.
6. A CMUname can contain up to 35 characters, limited to alphanumerics, and must start with a letter.
7. Computing Services reserves the right to remove inappropriate or misrepresentative CMUname selections.

You will be notified immediately if you are unable to have the CMUname you choose for any of these reasons, and will be asked to make another selection.

Last Updated: 10/18/07

Create a CMUname

IMPORTANT! Once you've selected a CMUname, it's impossible to change it. Think very carefully before selecting a name that could be ambiguous or that you won't want for the duration of your association with Carnegie Mellon University. Computing Services also reserves the right to remove inappropriate or misrepresentative CMUname selections.

To create a CMUname, do the following:

1. Visit the [Carnegie Mellon Web Portal \(https://my.cmu.edu\)](https://my.cmu.edu).
Note: If you're not already authenticated, you'll be prompted for your Andrew ID and password at the WebISO login page.
2. Select the **COMPUTING** tab.
3. Select **Manage Email** and then **addresses/forwarding**.
4. Next to the dialog box, "Would you like to create a CMU address?" enter the CMUname that you have chosen.
Note: The "Would you like to create a CMU address?" dialog box only appears if you do not already have a CMU address. Otherwise, your CMUname and Andrew accounts will be listed on the "Forward Email" link and you will have the option of changing the forwarding addresses for each.

Email Addresses:

Known Email Address(es):	mhowell@andrew.cmu.edu	Help w
Preferred Email Address:	mhowell@andrew.cmu.edu	DELETE How to set mail fo
Would you like to create a CMU Address?	Choose Your Address: <input type="text"/> @cmu.edu	
	Forwarding for this Address: mhowell@andrew.cmu.edu	

5. Click **Verify**. One of the following appears:
 - If you selected a CMUname that is NOT available, you will be prompted to select again.

The address you selected is NOT available. Please, try another one.

@cmu.edu

VERIFY CANCEL

- If you selected a CMUname that is available, you can click **Submit** to create the CMUname.

The address you selected is available.

Create: **@cmu.edu**

Forward to: **mhowell@andrew.cmu.edu**

Remember, once you've selected a CMUname, it's impossible to change it, so choose carefully. What might seem like a good choice now might not be the best choice later when you're corresponding with potential employers.

Setting Your Return Address To Match

If you are using the Cyrus system, you should set your return e-mail address within the preferences of your mail client. See the help files in your mail client for detailed instructions for setting the "return" or "reply-to" address.

Last Updated: 5/21/09