

Personal NYU Email Address Policy

What are the Rules When Choosing a Personal Email Address?

A Personal address of your choice can be used with your NYUHome email account in addition to your official address (NetID@nyu.edu).

Your Personal address will appear as your "From" address in outgoing mail messages from Messenger Express, or if you use an email program such as Eudora or Outlook, you can configure it to use your Personal email address as your "From" address if you choose.

If you are listed in the NYU Public Directory, your chosen Personal email address will be published as your email address unless you opt to use a different NYU email address instead.

Personal email addresses are available on a first-come, first-serve basis to all NYUHome email account holders. Unless changed by the individual or reclaimed by the University for some reason, a Personal address will remain operational as long as NYU accepts or forwards email for an individual.

University employees are encouraged to select a Personal email address with the format: **firstname.lastname@nyu.edu** and to consult with their school or department before selecting another format. See our FAQ [How do I get a business card alias?](#) for more information.

Limitations

- Your personal address should be derived from your name or nickname and cannot be or imply any University-related role.
- You may have only one Personal email address active at any given time.
- You may change your Personal email address only once per year: please be prudent in your selection.
- An address may consist exclusively of lowercase letters, numbers and the period (.). No other characters may be used.
- An address must be at least 4 and no more than 32 characters in length.
- It may not be similar in form to a NYU NetID, which consists of 2-6 alphabetic characters followed by 1-5 digits.
- You may not pick an address that misrepresents yourself or your role at the University.
- Profanities or other offensive words may not be used.
- An address that is no longer in active use may be reassigned to another person after

60 days.

- NYU reserves the right to reclaim any address it may need to use in carrying out the business of the University.

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