Changing Your Directory Email Address in Connect Carolina

For those using Sakai to manage their Panopto recordings

The email address in the UNC Directory must match onyen@email.unc.edu cadence

- In order to match the email listed in Sakai with the email used by Panopto, the Primary email address must be changed in Connect Carolina

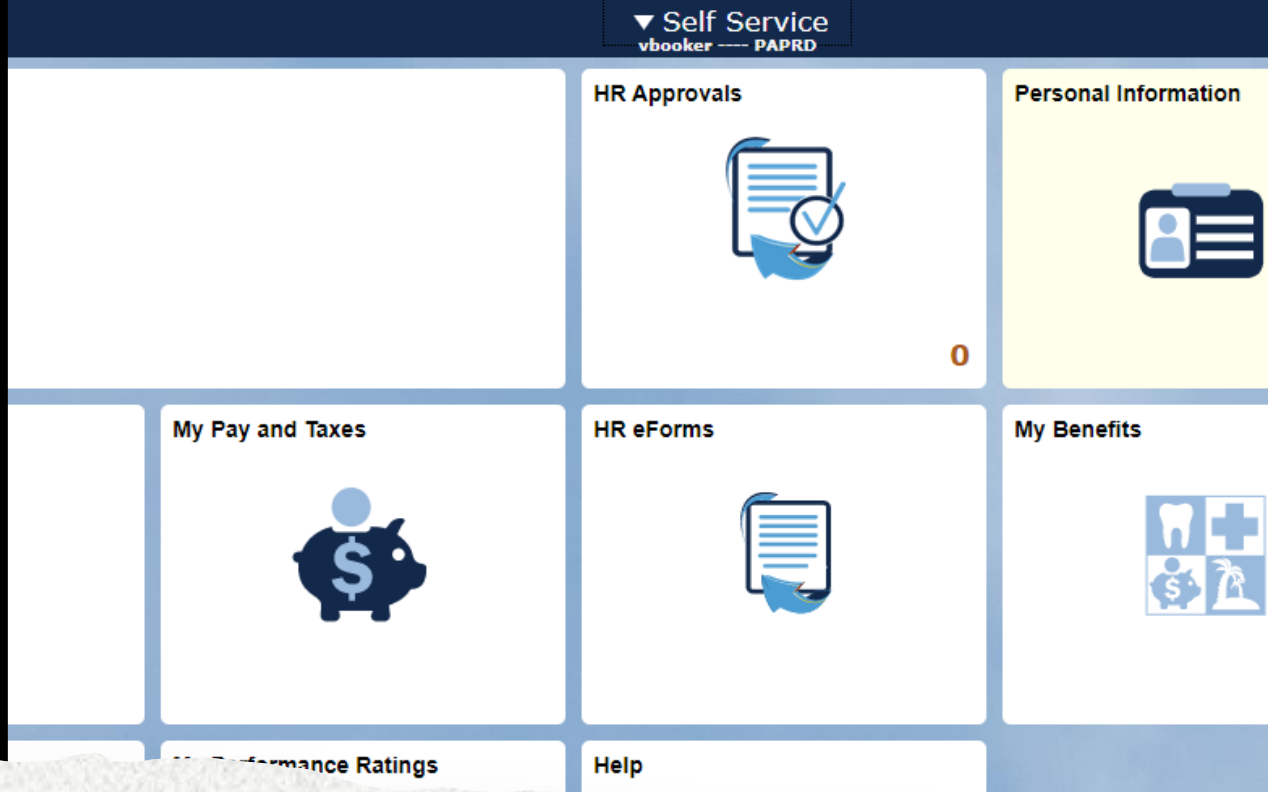- Be advised changing your email in Connect Carolina **does not** change your official UNC email address
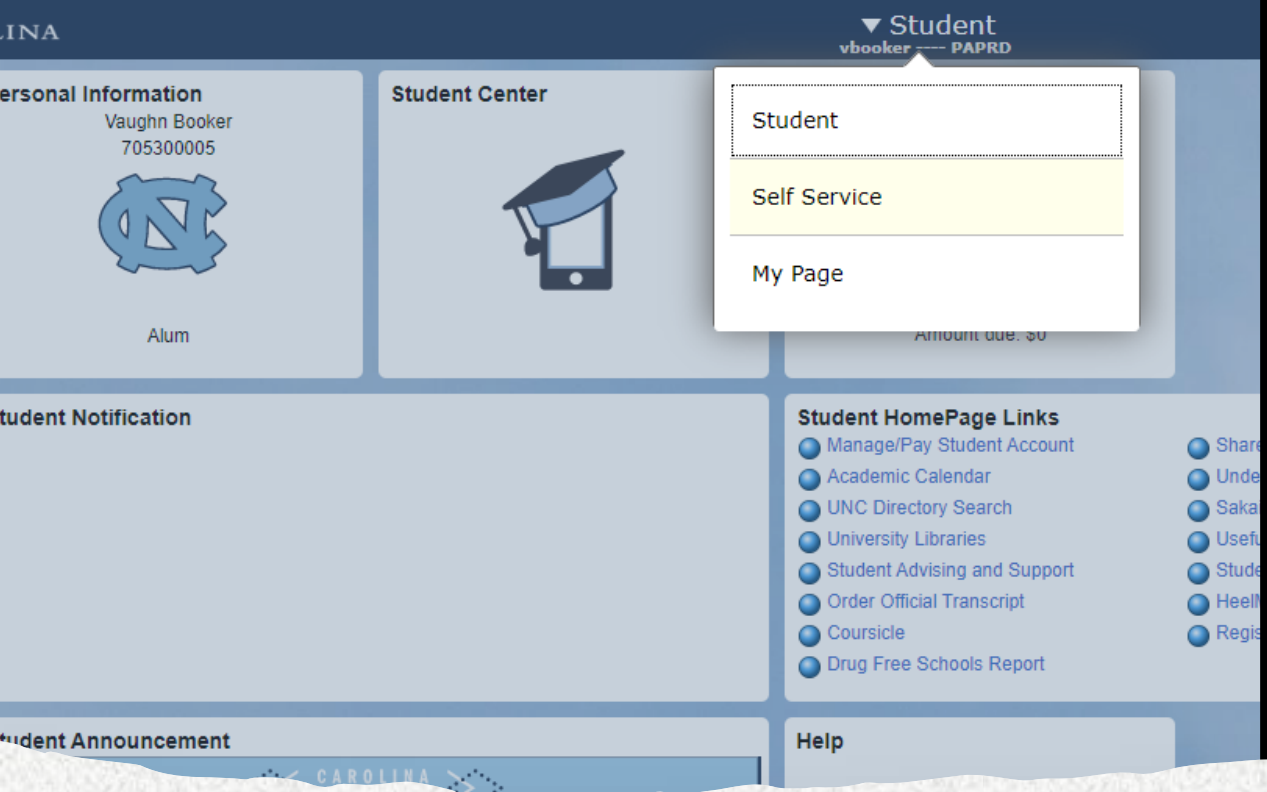
To begin start by navigating to:
http://connectcarolina.unc.edu

Select Self Service from the top followed by Personal Information

Enter your email addresses below.

Emergency Contacts

Ethnicity

Add an Email Address

Addresses

Business Email Address and Domain

onyen   @ | email.unc.edu   ▼ |

Email Addresses

Save

bme.unc.edu

cdl.unc.edu

Phone Numbers

* Required Field

cidd.unc.edu

Carolina

1 → **2** → **3**

Select Email Addresses from the Left Menu
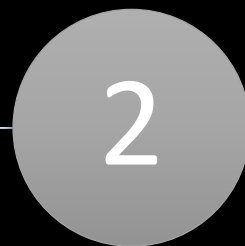
Select EMAIL.UNC.EDU from Pull-down Menu

Click Save

Names

Emergency Contacts

Ethnicity

Addresses

Email Addresses

Email Addresses

Enter your email addresses below.

*Email Type	*Email Address	
Business 2 ▾	john_doe@unc.edu	🗑

Add an Email Address

Aliases (e.g. john_doe@unc.edu) can be added by selecting Add Email and selecting either Business 2 or Personal

Emails sent to this address will be sent to the primary email address

- It will take a few hours for the change to be reflected in Sakai

- Email will not be interrupted during the transition

- For assistance with this process visit:

http://help.unc.edu

Welcome to Sakai@UNC