To set up a Personal Alias for a Cabrini email account, first you need to go to accounts.cabrini.edu

Once there, you must log in, using your CabriniOne username and password.

After you log in, you will be directed to a screen that will say “Your login was successful.” You will then be prompted to click a “Continue…” button.

Once you click “Continue” you will see your account information.
• In the blue section, in the “Personal Alias” column, you will see a link that is labeled “None selected,” click that link.

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<th>Personal Alias</th>
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<td>Not applicable</td>
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• That link will direct you to a new page that is labeled “Personal Alias Page.”

A personal alias is a sort of nick name by which you can receive email. You can always use your official email address (and Cabrini will only use that address for your email address) makes it easier to communicate by letting you pick an address for yourself.

**Alias for Cabrini email account**

You can only have one personal alias for this account. If you like it just the way it is, click Cancel. If you want to change it, type the new alias below then click OK. Once you fill in the box for the personal alias, click “OK.” If you want to delete the personal alias, click the Delete button.

**Rules about picking aliases...**

1. The alias can only contain letters, numbers and the special characters: - _ + . (hyphen, underscore, plus, and period); spaces aren’t allowed.
2. Capitalization in the alias doesn’t matter. (e.g., “Anna.Cole” and “anna.cole” are the same.)
3. You can’t pick an alias that is already in use. Aliases are given out on a first-come-first-served basis.
4. Your personal alias will be what you type below followed by “@cabrini.edu.” In our example, the new alias will be **anna.cole@cabrini.edu**. Cabrini reserves the right to delete any alias that we find objectionable. (After all, it’s our name at the end of those addresses.)

• Make sure you read the rules at the bottom of the page before submitting an Alias.

• Once you fill in the box for the personal alias, click “OK”

**Personal Alias:**

[Red box]:

OK Cancel Delete

• You will then be given the option to return to your account; your alias has now been created.