

COMMUNICATION VIA EMAIL

UAF uses email to communicate with students about many important matters. Email is often the only way some information is distributed, so it's important you check your email frequently and read messages sent to you from the university. For example, if you are waitlisted for a class, an email will be sent to you when a seat becomes available. If you don't act on the email within a specified time frame, you risk losing that seat to the next student on the waitlist.

The university automatically assigns each student an official University of Alaska email account. If you prefer to use another email account, rather than your university-generated one, there are three steps to take to ensure you get all official communications:

1. Log in to UAOnline (<https://uaonline.alaska.edu>), and enter or update your preferred email address under the "Personal Information" menu.
2. Log in to your University of Alaska email account (<http://www.alaska.edu/google/>) and set up a forward to whichever account you prefer.
3. When switching active email accounts, repeat steps 1 and 2 to ensure your preferred email is always up-to-date.

You are responsible for knowing – and when appropriate, acting on – the contents of all university communications sent to your university-generated email address.