To set up a preferred email address, please do the following:

- **Step 1:**
  - Go to myweb.du.edu (https://myweb.du.edu)
  - Click “Enter Secure Area”

- **Step 2:**
  - Login using your University of Denver ID number and passcode
  - Click “Personal Information”
• Step 3:
  o Click “Update E-mail Addresses”

• Step 4:
  o If you see a Personal e-mail address that you want to forward to, click on that email address. If no Personal e-mail address appears, please go to step 6.
Step 5:

- You should then see a screen similar to the one below, please make sure that the email address shown is correct. Once this is done please click on the box to mark the address as "Preferred".
- Click “Submit”.

Step 6:

- If you do not see a Personal email address you want to forward to, click the drop-down box next to, “Type of E-mail to Insert”. Select "Personal e-mail" and fill out the information.
Please be sure to mark the "Preferred" e-mail.
Click "Submit".

You have now completed setting up your preferred email. If you have any question regarding the e-mail changes please visit http://www.du.edu/retiree/email.html.

If you have further questions, please attend one of the Email Migration Workshops held every Thursday and Friday in Sturm 353 from 1:00 to 3:30. You may also contact us over the phone at 303.871.4700.

Thank you,

University Technology Services