

Changing My Bethel Email Address

Summary

Bethel Community members who wish to use a different email address may select an email alias for their account. The available addresses contain parts of your name.

Note: *this does not change your Bethel username. You will still receive any emails sent to your (username)@bethel.edu email address.*

- [Reserving/Activating an Email Alias](#)
- [Deactivating an Email Alias](#)

Reserving/Activating an Email Alias

1. Log into IAM at <https://iam.bethel.edu>
2. Under the Access tab, click **Request**, then click **Email Alias**.
3. Verify that the **Select action:** drop-down displays **Reserve**.
4. Under **Address to reserve:** select an email alias and click **Submit**.

Note: *If you already have an active email alias you will need to deactivate your old alias before activating a new one.*

Note: *The deactivated alias will still exist and work for 2 months*

5. After the web page reloads, click **Email Alias** again.
6. Under **Select action:** click **Activate** and select the alias you just reserved.
7. Click **Submit** to activate your new email alias.

Deactivating an Email Alias

1. Verify that the **Select action:** drop-down displays **Deactivate**.
2. Under **Address to remove:** select your email alias and click **Submit**.
3. The selected email alias is now deactivated.