

## **UT Martin Forwarding “[NetID]@tennessee.edu” Email**

(to receive notices of pay statement availability and password expiration)

Email notification that your online pay statement is available will be sent to your “[NetID]@tennessee.edu” email address. If this is not the email address you normally use, you will need to forward your “[NetID]@tennessee.edu” email address to a different email address.

To set up routing of email, visit the Directory Services home page at <https://directory.utk.edu>.

1. Click on "Change Mail Address".
2. Login in with your NetID and NetID password
3. Click on “continue”.
4. Type your email address into the box labeled "Route mail to:".
5. Click on "continue".
6. Verify that the addresses are correct, then click "ok".
7. If changes are needed, click on "Change Mail Address", and start over.
8. When done, click on "Logout".