

Forward your @unm to @salud

With the switch over to the HSCLink (Exchange) email system, we had to combine and share address books, which displays both the main campus IT created @unm account and the HSC created @salud for HSC faculty and staff. Unfortunately this was necessary with the conversion for the HSC. It is possible that individuals could select your @unm email, so to ensure that you are receiving all of your email you will need to either check both accounts or forward your un.m.edu account to your salud.unm.edu account.

In the HSCLink address book, you can stretch the screen to the right to see the "Location" of HSC or the Email address that includes "salud" to identify the correct address. A user could be confused due to the fact that the Banner system populates the title and phone number on both. Also as a sender, you can set the address book to be a default view of the HSC accounts. This will still allow you to make an extra step to look at the UNM.edu accounts. Both of these options assist with keeping you from sending to the wrong address.

Here is a link to a "tip sheet" to assist with setting up a forward of the UNM.edu account mail to the Salud.unm.edu account if you choose. This will require that the person knows their "MyUNM" account which is where the un.m.edu email is associated. If you have not used that account in a long time, you may have to reset their password also. http://libguides.health.unm.edu/ld.php?content_id=13955563