Instructions for reading email sent to your UANet address

Occasionally, I will send emails to the entire class. I will use your University of Akron email address, which has the form Your_UANet_ID@uakron.edu. To read the emails, you will need your UANet ID and password. If you do not have this information, go to [http://viper.uakron.edu/cp/home/loginf](http://viper.uakron.edu/cp/home/loginf) and click on “How do I get a user name and password?” to find out how to obtain them.

To read your email, you can either (A) read it directly from the University of Akron web site or (B) forward the email to your favorite email address.

**A. Reading email from The University of Akron web site**

1. Access the internet.
3. Enter UANet ID and password.
4. Click on a message to read it.

**B. Forwarding email to your favorite email address**

1. Access the internet.
2. Go to [https://gozips.uakron.edu/zid/user/email-manage](https://gozips.uakron.edu/zid/user/email-manage).
3. Enter UANet ID and password.
4. Click on “Manage My E-mail Settings”.
5. Click on “Forward Mail” and enter the email address to which you want your email forwarded.

Note: If your browser gives you a “security alert” message for any of the web sites given above, just answer “Yes” to the question “Do you want to Proceed?”