

## Important Update: How to Ensure That You Receive Emails From JHU

Dear Students,

In an effort to standardize our electronic communications with students, we'd like to apprise you of a change in our e-mailing practices. We are now requiring newly admitted EP students to activate their assigned JHEM or "JohnsHopkins.edu" email address. All official communications from EP and Johns Hopkins University will be sent to this address, including class assignments, billing information, emergency notifications, and other important items. Below, please find step-by-step instructions on how to activate your JHEM email address and how to forward your JHU email to another address.

### How to Activate Your JHEM or "JohnsHopkins.edu" E-mail Account

Please note that by default your JHEM email address follows the format, [your JHED login ID]@johnshopkins.edu.

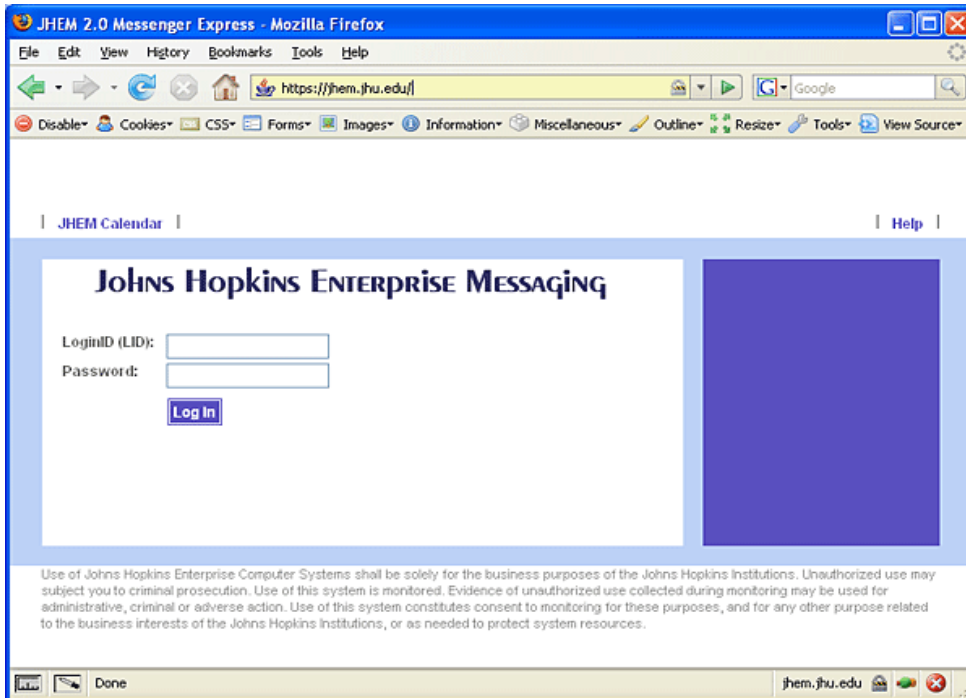
To use this email account, you must first activate your JHED ID. To accomplish this, you may wish to follow our [tutorial](#) for activating your Johns Hopkins Enterprise Directory (JHED) Login. If you encounter problems accessing your JHEM account, please contact the Help Desk at 410-516-HELP.

You can access your JHEM email using any one of two methods:

- 1) Log-in to the student portal at [my.jhu.edu](http://my.jhu.edu) or [my.johnshopkins.edu](http://my.johnshopkins.edu). Click the "JHEM" icon or the "Inbox" link of the Email preview channel. This will launch your web-based email client.

The screenshot shows the myJH student portal interface. The browser window title is "Johns Hopkins Institutions - myJohnsHopkins v3.0.0-38.2 - Mozilla Firefox". The address bar shows "https://my.johnshopkins.edu/portal/render\_userLayoutRootNode.rUP". The page features a navigation bar with "Home", "myJhed", "Service Request", "Support", "JHU Staff", and "Library". A search bar is located in the top right. The main content area is titled "Home" and includes several widgets: "Email preview" (with a red circle around the "Inbox (77) | 10 fresh" link), "Random Image", "Daily Announcements JHU", "JHU Daily Events", and "Weather Channel - Baltimore". The footer contains copyright information for Johns Hopkins University and the URL "my.johnshopkins.edu".

2) You can also access your JHEM email by pointing your browser directly to [jhem.johnshopkins.edu](https://jhem.jhu.edu/). You will need to log-in using your JHED ID and password.

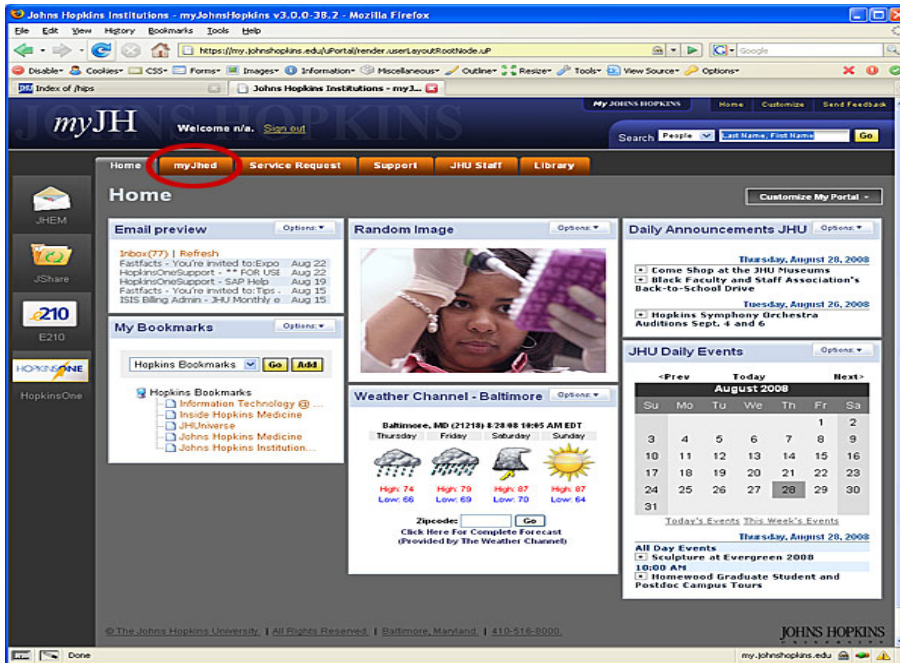


If you would like to learn more about JHEM email please visit the [Hopkins IT website](#).

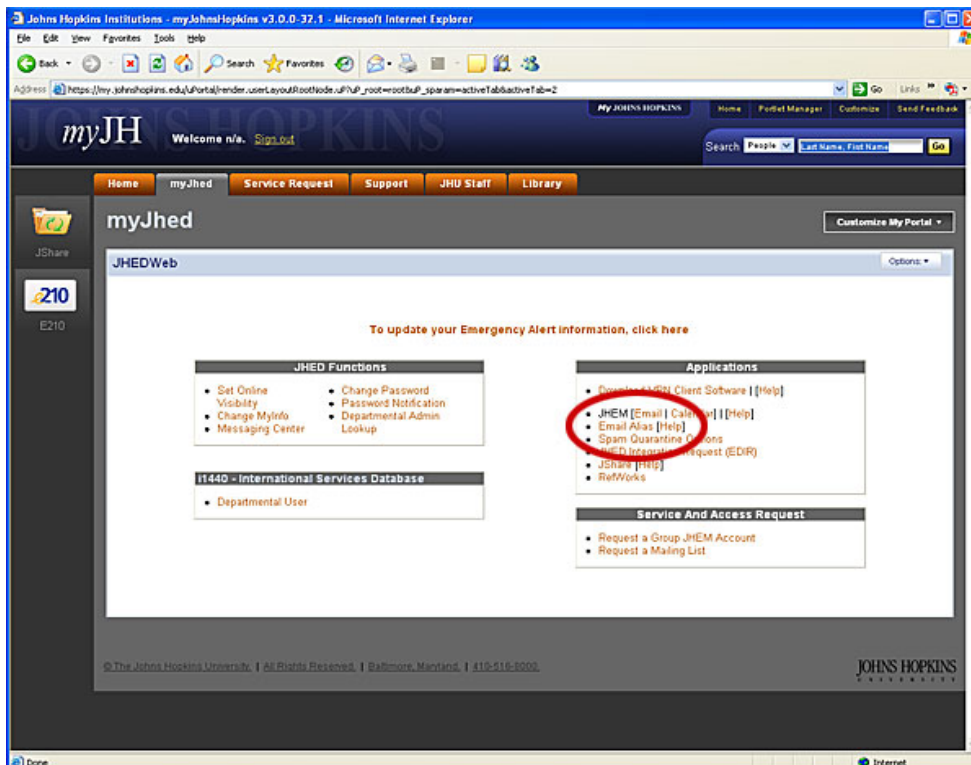
## How to Create an Alias and How to Forward Your JHU Email to Another Address

JHEM includes a service called E-mail Aliasing, which allows you to create different e-mail addresses that route to your LID@jhemi.jhu.edu e-mail account. Additionally, you can forward your email to a non-Hopkins email address such as a Gmail or Yahoo email address. If you are interested in this service, please follow these instructions:

1. Log-in to the student portal at [my.jhu.edu](http://my.jhu.edu) or [my.johnshopkins.edu](http://my.johnshopkins.edu). Once logged in, click on the "myJhed" tab. This will take you to your Johns Hopkins Enterprise Directory (JHED) administration page.



2. Within the "Applications" section, click on the link for "Email Alias".



- After reading the "JHED Email Alias Policy Form", click the button at the bottom titled "I Accept This Policy". A screen will load that looks like this:

The screenshot shows the myJHed JHEDWeb interface in a Microsoft Internet Explorer browser window. The page title is "myJHed" and the URL is "https://my.johnshopkins.edu/ufportal/render.userLayoutRootNode.target.u241n31.up". The interface includes a navigation menu with "Home", "myJHed", "Service Request", "Support", "JHU Staff", and "Library". A search bar is located in the top right corner.

The main content area is titled "JHEDWeb" and contains several sections:

- Spam Quarantine Options:** A section with a link to "Click Here For Spam Quarantine Options".
- Email Alias Registration v.32.1:** A section explaining that when a person is assigned a UID, the alias UID@jhu.edu or UID@jhmi.edu is automatically set up. It notes that protected aliases cannot be deleted but can be modified. A note for GroupWise users states that their protected alias routing addresses are not modifiable.
- Alias Management Tables:** Three tables allow users to manage their email aliases. Each table has columns for "Your Alias", "Route To Pre-Defined Routing Address", and "Enter Custom Address".
  - The first table shows an alias "ptest21@jhu.edu" with a routing address "ptest21@jesmail.johnshopkins.edu". A red circle "1" is next to the alias field, and an "Update" button is below the table.
  - The second table shows an alias "portalhelpdes@jhu.edu" with a routing address "od12@jhu.edu". It includes "Update" and "Delete" buttons.
  - The third table shows an alias "portalbob@jhu.edu" with a routing address "bemail@gmail.com". A red circle "2" is next to the alias field, a red circle "3" is next to the routing address field, and a red circle "4" is next to the "Enter Custom Address" field. A yellow highlight above the table reads: "This email address is what will be displayed in the Enterprise Address Book. See 'Default Email Address Selection' below to modify." Below this table are "Update" and "Delete" buttons.
  - The fourth table shows an alias "admissionsqu@jhu.edu" with a routing address "testemail@jhu.edu". It includes "Update" and "Delete" buttons.
- Default Email Address Selection:** A section explaining that the selected email address will be displayed in the Enterprise Address Book. It instructs users to select from the list of aliases, with the selection highlighted in yellow. A red circle "5" is next to the list.
  - A list of radio buttons:
    - ptest21@jhu.edu
    - portalhelpdes@jhu.edu
    - portalbob@jhu.edu
    - admissionsquestions@jhu.edu
  - An "Update Now" button is located below the list.

**1** This displays your protected alias. This is your default email address. You cannot change your default email address. However you have the optional ability to create an "email alias" that is a friendly email address. In this area, you can also route your default email to another email account. For example, if you want to have it forwarded to another Hopkins email address or to your Yahoo or Gmail email account would select it from the dropdown or enter it as a custom address.

**2** This allows you to configure email aliases. You can create up to three email aliases. To configure one, enter the desired user name (the part of the email before the @ sign). Next, select the domain using the menu after the @ sign. You can choose either jhu.edu or jhmi.edu (Engineering students should use jhu.edu).

**3** This allows you to select where your alias email should be forwarded to. The dropdown presents the email accounts currently defined for you.

**4** This allows you enter a new email address choice for the dropdown in step "3".

**5** This allows you to select which email address to use as your default email address. This will be the email that is displayed in the Johns Hopkins Enterprise Directory when people search for your contact information. To change your primary alias, select one from the choices and click "Update."

If you would like additional assistance with creating aliases, please contact the Help Desk at 410-516-HELP, or read the e-mail alias documentation. For more information on the JHED system, please visit [jhed.jhu.edu/](http://jhed.jhu.edu/).