

What is a CMUname?

The cmu.edu service offers the opportunity to create a CMUname--a personalized mailing address. You can create an account that will allow people to send mail to you using an address like yourCMUname@cmu.edu rather than yourid@andrew.cmu.edu. This will then become your permanent e-mail address at CMU. No matter what department you go to or what e-mail system you use, you can have your e-mail addressed to your cmu.edu account. This will also make your e-mail address simpler and easier for people to remember.

When a person is first added to the cmu.edu database, they may be addressed by their name in the form firstname.lastname@cmu.edu. However, it is possible for there to be more than one person at the university with the same name or userid. For example, the user ID 'bovik' could be James P. Bovik at andrew.cmu.edu as well as Harry Q. Bovik at cs.cmu.edu

In order for you to have a mail address at cmu.edu that is guaranteed to be unique, cmu.edu lets you assign yourself a "CMUname". CMUnames are assigned on a first-come first-served basis, governed by a set of [selection rules](#). When a user selects a CMUname, the program automatically adds a + to the name. So, if you choose "smith" as your CMUname, your address at cmu.edu is "smith+@cmu.edu". When advertising your cmu.edu address, always include the + sign to guarantee proper mail delivery.

Remember, your selection of a CMUname is permanent. The cmu.edu Postmaster can remove or change your CMUname, but won't do so except under exceptional circumstances. Note that "I picked a name that I now find embarrassing" is NOT an exceptional circumstance. Users themselves cannot change their CMUname. Please make your choice with the same care that you would use in representing yourself on a business card, a resume, or a paper for a course or conference. We highly recommend that you pick some form of your given name or your Andrew userID.

CMUname Selection Rules

Following are the rules to consider when selecting a CMUname.

1. If your CMUname choice matches one cmu.edu entry uniquely, no one but that person can select it as their CMUname. Otherwise, an address that had been routing mail to a user would suddenly stop working.

Example:

Jane Smithenheimer is the only match for "smithenheimer" at cmu.edu. Thus, only Jane can choose "smithenheimer" as her CMUname.

2. If a CMUname choice matches one (and only one) organizational user ID, only the person with the matching organizational user ID may choose that CMUname.

Example:

Joe Charger of the ECE department has the organizational user ID of charger@ece.cmu.edu, and no one else has the user ID "charger". Thus, only Joe may choose "charger" as his CMUname.

3. If a CMUname choice matches two or more organizational user IDs, then no one is able to choose that CMUname without mutual agreement between individuals and organizations. If you find yourself in this

situation, get permission from the other user who matches your desired CMUname, and send it to [Advisor](#) .

4. Last names in the CMU.EDU database that do not match organizational User IDs can only be chosen by people with that last name on a first-come first-served basis.

Example:

There are no organizational user IDs of "smith"; the first person whose last name is Smith who chooses that as a CMUname will receive it.

5. If a CMUname choice does not match a user ID, last name, or unacceptable name (see the last selection rule), that CMUname choice is available to anyone on a first-come first-served basis.
6. A CMUname can contain up to 35 characters, limited to alphanumeric, and must start with a letter.
7. Computing Services reserves the right to remove inappropriate or misrepresentative CMUname selections.

You will be notified immediately if you are unable to have the CMUname you choose for any of these reasons, and will be asked to make another selection.

Setting Your CMUname

IMPORTANT! Once you've selected a CMUname, it's impossible to change it. Think very carefully before selecting a name that could be ambiguous or that you won't want for the duration of your association with Carnegie Mellon University. Computing Services also reserves the right to remove inappropriate or misrepresentative CMUname selections.

To create a CMUname, do the following:

1. Visit the [My Andrew](#) website.
The WebISO Secure Login page is displayed.
2. Type your Andrew User ID and password and click **Login**.

- Under Email Options (on the left side of the page), click the **CMU Name and Forwarding** link.

- On the Set Mail Forwarding page, click **Create a CMUname** to begin the process.

Note: You will see the Create a CMUname button only if you do not already have a CMUname set. Otherwise, your CMUname and Andrew accounts will be listed on the Set Mail Forwarding web page, and you'll have the option of changing the forwarding addresses for each.

- Follow the instructions provided on the remaining web pages.

Remember, once you've selected a CMUname, it's impossible to change it, so choose carefully. What might seem like a good choice now might not

be the best choice later when you're corresponding with potential employers.

Setting Your Return Address To Match

If you are using the Cyrus system, you should set your return e-mail address within the preferences of your mail client. See the help files in your mail client for detailed instructions for setting the "return" or "reply-to" address.