Changing your e-mail preferences for you@ucla.edu

Todd King

- 1. Direct your browser to http://logon.ucla.edu
- 2. Select Manage Email Preferences

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Welcome to logon.ucla.edu The UCLA Logon ID is your campus online identifier. It is used for authentication to most online ser users with access to Bruin OnLine services such as an e-mail account, network access, web hostin ID was called a Bruin OnLine ID or BOLid. • Create UCLA Logon ID	arvices on campus. It also provides eligible ing service, etc. Previously, the UCLA Logon Change Email Preferences Look Up UCLA Logon ID Change Password Reset Password Set Security Question
Manage UCLA Logon ID Manage Email Preferences Look Up UCLA Logon ID Change Password Reset Password Set Security Question	

- 3. Login with your UCLA credentials (user/password)
- 4. Select "I would like to change my email forwarding/delivery address", click "Next"

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UCLA logon.ucla.edu				
Change Email Delivery Address		Create UCLA Logon ID Manage UCLA Logon ID Manage Email Preferences		
● I would like to change my email forwarding/delivery address.		Look Up UCLA Logon ID Change Password		
◯ I do not use my Bruin OnLine email address ending in @ucla.edu, and I would like to disable it.		Reset Password Set Security Question		
Next		Time Remaining: 18:52		
		Cancel Transaction		

5. Enter new e-mail address and click "Delivery to this address"

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re-enter address Deliver to this address A verification link will be sent to the address to confirm.				

- 6. Click link in confirmation e-mail.
- 7. Click "Change my delivery address



That's it!

E-mail sent to you@ucla.edu will be delivered to the e-mail you set.