Editing Email Aliases

When the University of Iowa's LMS System (ICON) sends email notifications to users, it by default sends them to the user's Ulowa email (<u>User@Uiowa.edu</u>). The exception to these rules, is if the user was never a university employee or student, in which case, the default email is set to whatever email was provided at the point of account creation. This can present a problem, as users may not have access to those emails anymore, or the email is not one that is checked regularly.

In these cases, users can add another email to associate with ICON to have their notifications go to.

Logging into ICON

From an Internet Browser:

- 1. Navigate to ICON (uiowa.instructure.com/).
- 2. Enter your HawkID.
- 3. Enter your HawkID Password.
- 4. Click Login.
- Issues with HawkID?

CCI users, use HawkID tools

Iowa Health users, use HealthcareID tools.

Issues with DUO?

Use the Uiowa Account Center

Iowa Health users, note that Ulowa DUO is only for Ulowa shared services (like O365, ICON, Employee Self-Service, etc.). You will also have a Healthcare DUO that is managed separately for Healthcare Services.

Adding an Email Alias

From the main ICON landing page:

- 1. Click Account.
- 2. Click Settings.
- 3. Click + Email Address.

Enter desired Email Address.

5. Click Register Email.

4.



Display

Name: This name



Theodore McNulty's Settings

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Theodore McNulty > Settings

Ways to Contact

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Other Contacts

+ Contact M

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The email address will now show in the Ways to Contact list:

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If the email is a link, then that means the email has not been confirmed. Until it is confirmed, you will not receive any emails from ICON to that email.

Removing an Email Alias

From the main ICON landing page:

1. Click Account.

ICON

- 2. Click Settings.
- 3. Click Trash Can (IIII) for desired email.

Theodore McNulty's Settings	
	Email Addresses
Theodore McNulty	theodore-mcnulty@ ★ +
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Display Theodore McNulty Name: People will see this name in discussions, messages and comments.	+ Email Address
Sortable McNulty, Theodore	Other Contacts Type
Name: This name appears in sorted lists.	For All Devices push
	II Name: Theodore McNulty This name will be used for grading. Display Name: People will see this name in discussions, messages and comments. Iortable McNulty, Theodore This name appears in sorted lists.

Ok

Cancel

The uiowa.instructure.com pop-up appears:

4. Click OK.

uiowa.instructure.com says

Are you sure you want to delete this?

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Frequently Asked Questions

How do I re-send the confirmation email? Theodore McNulty > Settings ICÖN From the ICON Login: 1 0 Ways to Contact otifications 👹 Theodore McNulty's Settings Profile Email Addresses Click Account. 1. theodore-mcnulty@... Files Theodore McNulty Full Name: Settings 2 This name will be used for 2. Click Settings. Courses 3 Display Theodore McNulty ail c ePortfo Name: People will see this n 3. Click Email Address link. Sortable McNulty, Theode Confirm Email Address Shared Content Name: This name appears in Other Contacts We emailed a confirmation link to @gmail.com. Click the link in that email to QR for Mobile Login He/him Click Re-Send Confirmation. 4. For All Devices Pronouns: 占 Inbox This pronoun will app Global finish registering. Make sure to check your sp m bo Default theodore-mcnult + Contact Method n case it got filtered Email: 4 \bigcirc Re-Send Confirmation Language: System Default (Time Zone: Central Time (US Ok, Thanks ℅ Edit Settings Maintenance wirwards as and the start of the start of the <u>/</u>_ L Download Submissions Why are there some emails I cannot remove? Ways to Contact

Some emails (usually ending in <u>@uiowa.edu</u>) are added by system administrators and are therefore not editable.

These emails will not give the Trash Can (1) icon to allow you to remove them.

Questions? If you need assistance, please contact your help desk.

