

NOTE: If you already have a UK email account, your account has most likely been moved from the "AD" domain to the "MC" domain > please skip to Step 9

Step 1: In order to set up your UK Exchange email account, you will first need to go to the UK Account Manager at <https://ukam.uky.edu/>. You will be prompted to login with a link blue User ID and password. This information can be found in the email you should have received from the registrar. The default password is u\$ and the last six digits of your UK ID and the word blue. (For example, if your UK ID is 12345678, your default password would be u\$345678blue.)



Step 2: Once successfully logged into the UK Account Manager you will see an overview summarizing what the Account Manager setup will provide you with once completed - a new link blue password, link blue password self-reset questions, your official University email address, and your desired email service. Students must use Exchange for all UK email and must NOT forward their email accounts to alternate email addresses. Gmail, Hotmail, Yahoo mail, etc. are NOT HIPAA compliant. Additionally, a notification points out that you must complete the entire account manager setup and click the "Finish" button before you will be able to use your account. If at any time this process is interrupted or you quit before completing all the steps and clicking "Finish" all changes will be lost and you will have to start over again. Click "Next" to continue and begin the Account Manager Setup process.



Step 3: Next, you will be prompted to create a new link blue password. This password will allow you to access all of the link blue portals - i.e. myUK, wireless, download.uky.edu. You can view all of the requirements for a viable and secure password by clicking on "What are the rules for a link blue account's password." Your new password must be at least eight characters long, contain at least one number, one special character (i.e. !, \$, #, @, or %), no names or words from the dictionary, and cannot contain three or more characters from the user's account name.

The screenshot shows the 'accountmanager.' interface for the University of Kentucky. The user is managing a link blue account named 'am2test_17'. The page title is 'Set the link blue account Password'. It instructs the user to change the password from the default and provides a link to 'What are the rules for a link blue account's password?'. The form section, titled 'Carefully choose your new password', contains three input fields: 'Enter Current Password', 'Enter New Password', and 'Verify New Password', each with a masked password field. 'Next' and 'Cancel' buttons are at the bottom right.

Step 4: After successfully creating a new link blue password, the second step in the Account Manager Setup process is to create a set of Self-Reset Questions. These questions will be used whenever you need to reset a forgotten password or if your password expires before you update it. Examples of good and bad security questions along with pointers on creating your own security questions can be viewed by clicking on "How do I make good Password Self-Reset Questions." Additionally, the answers you provide for these security questions are not case sensitive.

The screenshot shows the 'accountmanager.' interface for the University of Kentucky. The user is managing a link blue account named 'am2test_17'. The page title is 'Create Your Password Self-Reset Questions'. It instructs the user to setup personal Password Self-Reset questions and answers. A link is provided for 'Are the answers to Password Self-Reset questions safe? How do I make good Password Self-Reset questions?'. The form section, titled 'Carefully choose your questions and answers', includes a note: 'NOTE: Answers are NOT case sensitive.' It contains two question sets. The first is 'Question #1: Who was my favorite teacher?' with fields for 'Answer #1', 'Verify Answer #1', and 'Question #2: What was my favorite vacation?' with fields for 'Answer #2' and 'Verify Answer #2'. 'Next' and 'Cancel' buttons are at the bottom right.

Step 5: The next step in the Account Manager Setup process is to determine what your official UK email address will be. An email address will be provided, but you have the option to alter the email address if you so choose. Once you are satisfied with your email address click "Next."

NOTE: Once you have created your email address, DO NOT CHANGE IT. If you do change it, any email sent to the previous email address will NOT go to your inbox.

The screenshot shows the 'accountmanager.' interface for a user named 'am2test_17'. The page title is 'Create the University Email Address'. It explains that the University Email Address is the published address that will appear in public directories and that email sent to it will be delivered to the mailbox. It offers the option to create a mailbox if one does not exist. The default address is generated from the user's name, but it can be changed to a preferred identifier. A form field shows 'University Email Address: your.name @uky.edu'. There are 'Next' and 'Cancel' buttons at the bottom right.

Step 6: After selecting your email address, the next page will give you the option to choose your email service. Your email service is UK Local Exchange. Do not select "Other mailbox." If you do not get the screen with UK Local Exchange as an option, STOP. Contact UKIT, tell them you are an incoming UKCD student and need to be on Exchange. You can reach the UKIT Help Desk at 859-218-4357.

The screenshot shows the 'accountmanager.' interface for a user named 'bahart2'. The page title is 'Change University Email delivery location'. It asks the user to choose the mail system used to send items to the University Email Address (UEA). It lists 'UK Local Exchange' and 'Other Mailbox' as options. The 'UK Local Exchange' option is selected. There are 'Submit Change' and 'Leave Unchanged' buttons at the bottom right.

Step 7: The following screen provides you with an overview of the entire Account Manager setup. At this point you have the option to make changes to any areas previously covered in the setup process. If you are satisfied with all of the account settings, simply click "Finish" and wait for the information to finish processing. Do not refresh the page during this time or you will have to being the entire Account Manager setup again.

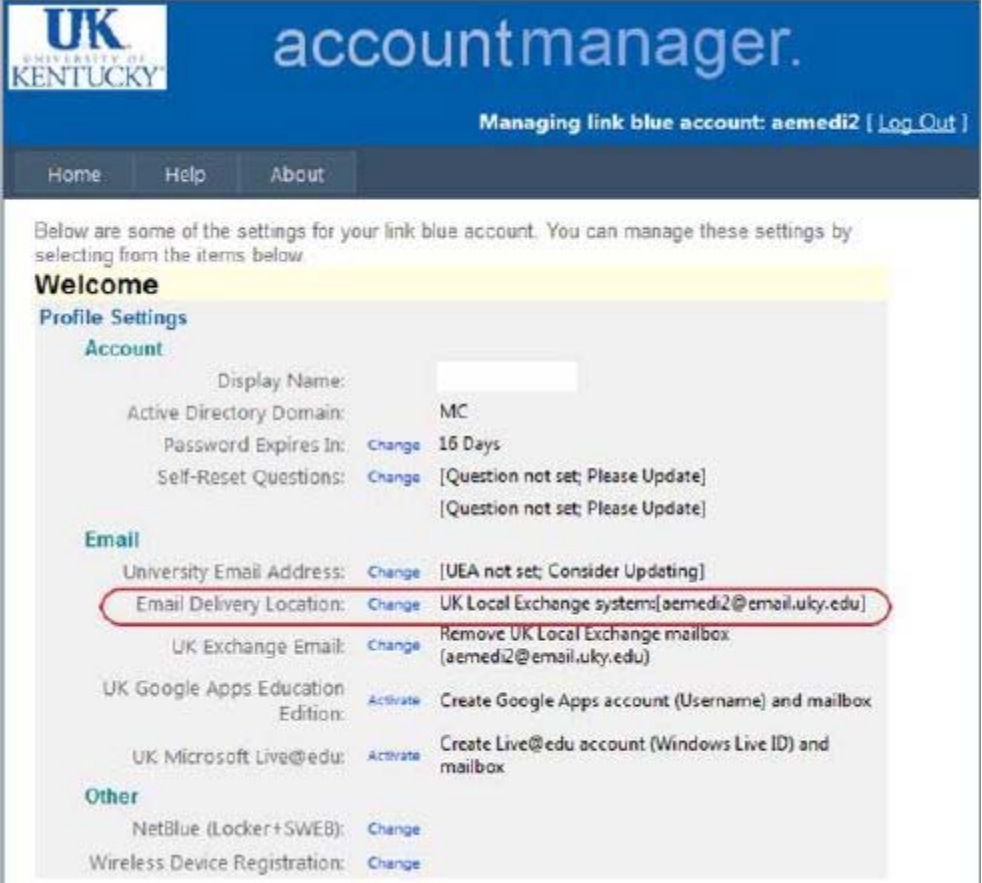


Step 8: After processing, you will receive this screen informing you of your account information once more. Now you have successfully completed the Account Manager Setup process and should have access to all your UK accounts and new email account through Exchange.



Step 9: For students with existing UK email accounts: Login to the account manager. Note: UKCD Student LinkBlue accounts are moved from the "AD" domain to "MC" domain - when logging into the Outlook Web Access, you will most likely need to include the "MC\" domain in front of your LinkBlue ID. Verify that "email delivery location" is set to UK Local Exchange System. If UK Local Exchange is not set as the delivery location, click "change." If you do not have "Exchange" as an option, you need to contact the helpdesk at 218-HELP and make them aware that you are an incoming UKCD student and do not have the option in the account manager. UKCD students must use Exchange for all internal communication.

Next, to prevent issues that have been known to occur with your University Email Address once your account moves domains, you must click "change" next to "University Email Address" - you should then see your University Email Address populated in a textbox - You should not change it, but click "Submit Change" so that the University Email Address will continue to work properly within the MC domain.



The screenshot shows the 'accountmanager.' interface for the University of Kentucky. The user is logged in as 'aemedi2'. The page displays 'Profile Settings' for the account, including sections for Account, Email, and Other. The 'Email Delivery Location' is highlighted with a red circle and is set to 'UK Local Exchange system:[aemedi2@email.uky.edu]'. Other settings include 'Active Directory Domain' (MC), 'Password Expires In' (16 Days), and 'Self-Reset Questions' (both set to '[Question not set; Please Update]').

Section	Setting	Value	Action
Account	Display Name:	[Redacted]	
	Active Directory Domain:	MC	
	Password Expires In:	16 Days	Change
	Self-Reset Questions:	[Question not set; Please Update]	Change
Email	University Email Address:	[UEA not set; Consider Updating]	Change
	Email Delivery Location:	UK Local Exchange system:[aemedi2@email.uky.edu]	Change
	UK Exchange Email:	Remove UK Local Exchange mailbox (aemedi2@email.uky.edu)	Change
	UK Google Apps Education Edition:	Create Google Apps account (Username) and mailbox	Activate
	UK Microsoft Live@edu:	Create Live@edu account (Windows Live ID) and mailbox	Activate
Other	NetBlue (Locker+SWEB):		Change
	Wireless Device Registration:		Change

Step 10: Once you choose the UK Local Exchange as your option, click on “submit change” button.

The screenshot shows the 'account manager.' interface for the University of Kentucky. The header includes the UK logo and the text 'Managing link blue account: aemedi2 [Log Out]'. A navigation bar contains 'Home', 'Help', and 'About' links. The main heading is 'Change University Email delivery location'. The text explains that users can choose a mail system for the University Email Address (UEA) and that the University hosts centrally provisioned services. It provides instructions on how to select a mailbox and how to record settings. Below the text is a section titled 'Email Delivery Location' with two radio button options: 'UK Local Exchange' (which is selected and circled in red) and 'Other Mailbox'. At the bottom right of this section are two buttons: 'Submit Change' (highlighted in yellow) and 'Leave Unchanged'.

UK
UNIVERSITY OF
KENTUCKY

account manager.

Managing link blue account: aemedi2 [Log Out]

Home Help About

Change University Email delivery location

Choose the mail system that will be used to send items addressed to the University Email Address (UEA). This account may have multiple Email addresses, but only one of them can receive mail addressed to the University Email Address (UEA).

The University hosts centrally provisioned Email services. Eligible services are show below. Click to select. This will deliver all email sent to the University Email Address the selected mailbox.

You may also choose to send mail to any other mail system.

To do this, select "Other mailbox" and then enter the Email address in the Deliver Mail To; and Verify Address; fields. New messages sent to the University Email Address will be sent to the new email delivery account.

To record the settings, click Submit Change. To keep the current setting, click Leave Unchanged.

All Email addressed to aemedi2@uky.edu will be sent to the account aemedi2@email.uky.edu listed below.

Email Delivery Location

UK Local Exchange

Other Mailbox

Submit Change Leave Unchanged

Step 11: At this point you have activated your Link Blue account and set Exchange as your default delivery location for email. You can now login to your Outlook Web Access to verify. Outlook web access requires that you prefix your link blue user name with the domain. All students should have the domain “MC”.



Step 12: Students who receive financial aid will receive all payments via direct deposit to a checking account. Whether or not you will receive any financial aid, ALL students MUST enter and maintain direct deposit information in MyUK. Log into MyUK. Go to MyInfo and then to Direct Deposit Info. The graphic below shows where you will find the numbers you need to enter in this screen.

