Adding Email Aliases to Your UA+Box Account

UA+Box is a collaboration and cloud storage tool available to all University of Alabama faculty, students and staff. For faculty and staff, UA+Box accounts are set up with your myBama username@ua.edu as your email address by default. Students’ @crimson.ua.edu email addresses are automatically added. In some cases, different UA departments will use email aliases for their faculty and staff. For example, Arts and Sciences faculty and staff often have an email address that ends in @as.ua.edu. To set up your UA+Box account to properly handle collaboration requests that are sent to your email aliases, the aliases need to be added to your UA+Box Account Settings.

Accessing UA Box

1. Log into myBama.ua.edu and select the Tech Tab. In the Software Spotlight channel, click on the link for “Click here for your first time setup”. Here, you can also find more information about UA Box.
2. You will be taken to the UA+Box Welcome page. Click “Continue” to proceed to your UA+Box account.

UA+Box should open with your new account ready to use:
In the top right corner, click on account icon or photo.

1. From the menu that appears, choose Account Settings.
2. Locate the Login and Email Addresses section and choose Add Email.

3. In the field that appears, enter the email address you would like to affiliate with your UA Box account and choose Save.
4. UA Box will send a verification message to the new email address. Check the email address you have added and choose Verify Email to confirm the address.

If a verification email from UA Box is not present, check Spam or Junk Mail folders or return to the UA Box account settings and choose Resend Confirmation.

5. After the new address has been verified, you will receive an email confirmation and notification the next time you log in to UA Box:

For assistance using UA Box:
  o Students and Staff: contact the University of Alabama IT Service at itservicedesk@ua.edu or 205-348-5555.
  o Faculty: Contact the University of Alabama Faculty Resource Center at frc@ua.edu or 205-348-3532.

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