

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.

The screenshot displays the myBama - Tech dashboard. On the left is a red navigation sidebar with icons for Home, Academics, Admissions/Scholarships, Campus Life, Employee, Library, Faculty, Research, and Tech. The Tech tab is highlighted with a blue arrow. The main content area is divided into several sections: IT Service Desk, OIT Services, UA Box, Announcements, IT Change Calendar, and Software Spotlight. The Announcements section features a green padlock icon and text about DUO authentication. The Software Spotlight section includes a 'UA Box' announcement with a 'box' logo and a link to box.ua.edu. A blue arrow points to the 'Click here for your first time setup' link in the Software Spotlight section.

myBama - Tech

IT Service Desk

The IT Service Desk is the support desk for all OIT-related services including computer hardware/software, networking and internet, printers, user accounts and email.

Contact us at 205-348-5555 or itsd@ua.edu.

- Submit Service Request
- Check Ticket Status

OIT Services

Reset Your myBama Password

- Click here to reset your myBama password

Connected with UA Internet Access

- Secure Wireless (UA-WPA2)

Activate DUO

- Activate or Deactivate your DUO Account
- DUO Frequently Asked Questions
- DUO Tutorials
- DUO Self Service - Request Passcodes

UA Box

- Log into UA Box, our free, unlimited cloud storage system.

Announcements

OIT Makes DUO Easier to Use!

OIT has extended the DUO Remember Me feature from 24 hours to 30 days! It's now easier than ever to activate DUO! DUO two-factor authentication adds a second layer of security to your myBama account. It requires two methods or factors to verify identity. These factors include something you know - your username and password, and something you have - a smartphone app, to authenticate and gain access to an account. Passwords alone no longer provide adequate protection against cyber hacking. **Activate DUO on your myBama account today!**

IT Change Calendar

- Blackboard Learn PROD Application Upgrade, 6/4/2017 7:00:00 PM - 6/6/2017 12:00:00 PM
- Microsoft patching, 6/6/2017 10:00:00 AM - 6/6/2017 10:30:00 AM
- VoIP Firmware updates (6921 and 6961 models), 6/6/2017 7:30:00 PM - 6/6/2017 10:00:00 PM
- TippingPoint Digital Vaccine Update, 6/7/2017 2:00:00 AM - 6/7/2017 3:00:00 AM
- Scheduled reboot of standby firewalls, 6/7/2017 7:15:00 AM - 6/7/2017 7:20:00 AM
- VoIP Firmware updates (7841 model), 6/8/2017 7:30:00 PM - 6/8/2017 10:00:00 PM
- DUO for Crimson mail, 6/12/2017 8:00:00 AM - 6/12/2017 9:00:00 AM

Software Spotlight

UA Box

OIT is excited to announce that Box is now more streamlined with a lighter design and new tools that make it easier than ever before to share and collaborate with friends and colleagues.

Storage full? Backup to box! Free for UA students, faculty & staff.

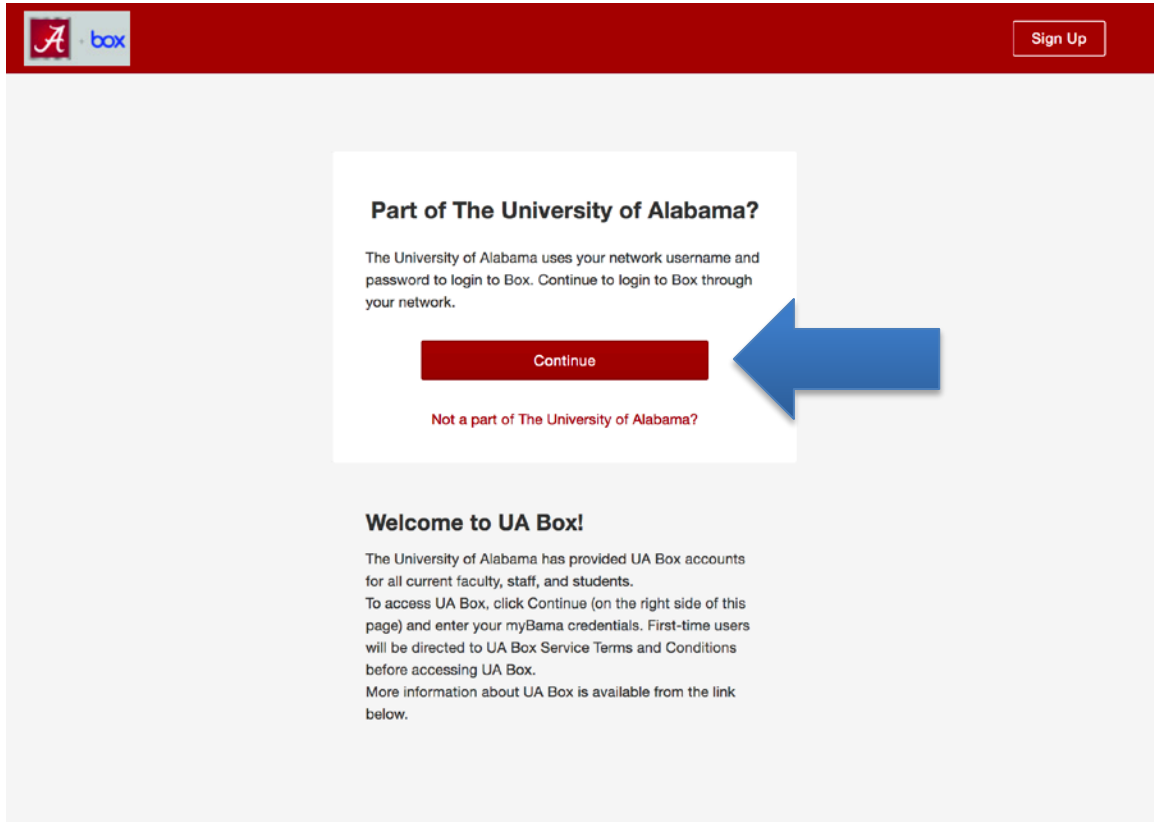
box

box.ua.edu

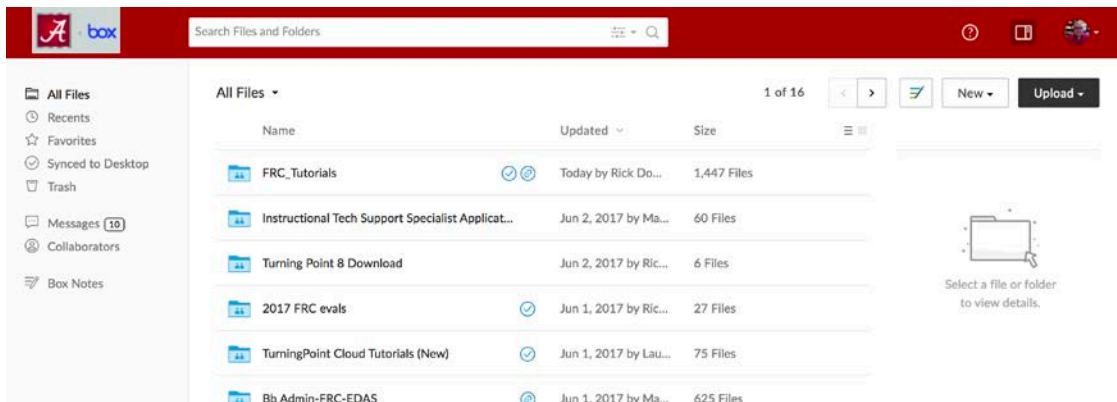
UA+Box is free for UA students, faculty and staff. Share documents anytime, anywhere on any device! Click here for your first time setup.

OIT

- You will be taken to the UA+Box Welcome page. Click “Continue” to proceed to your UA+Box account.



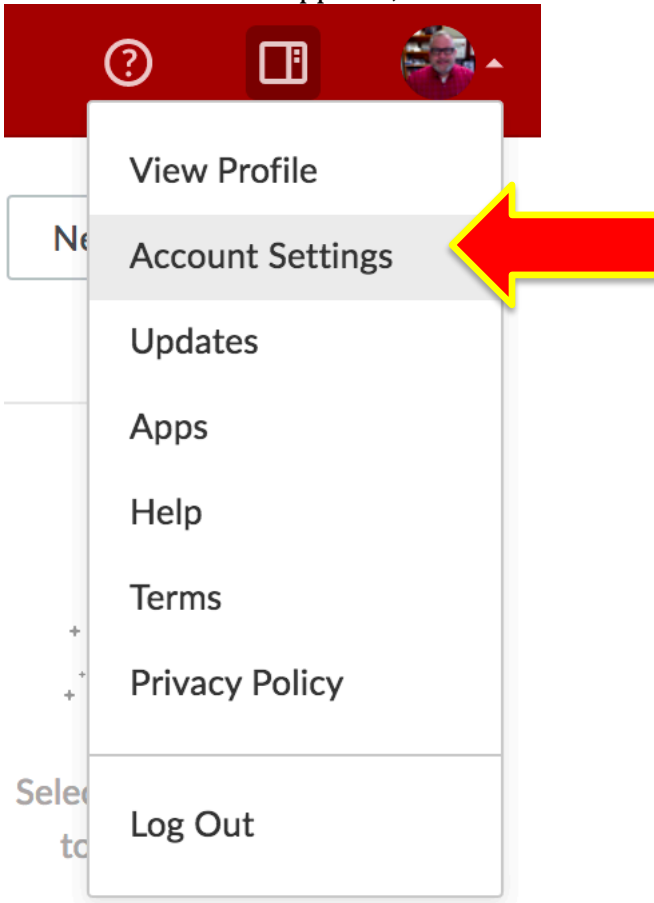
UA+Box should open with your new account ready to use:



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.

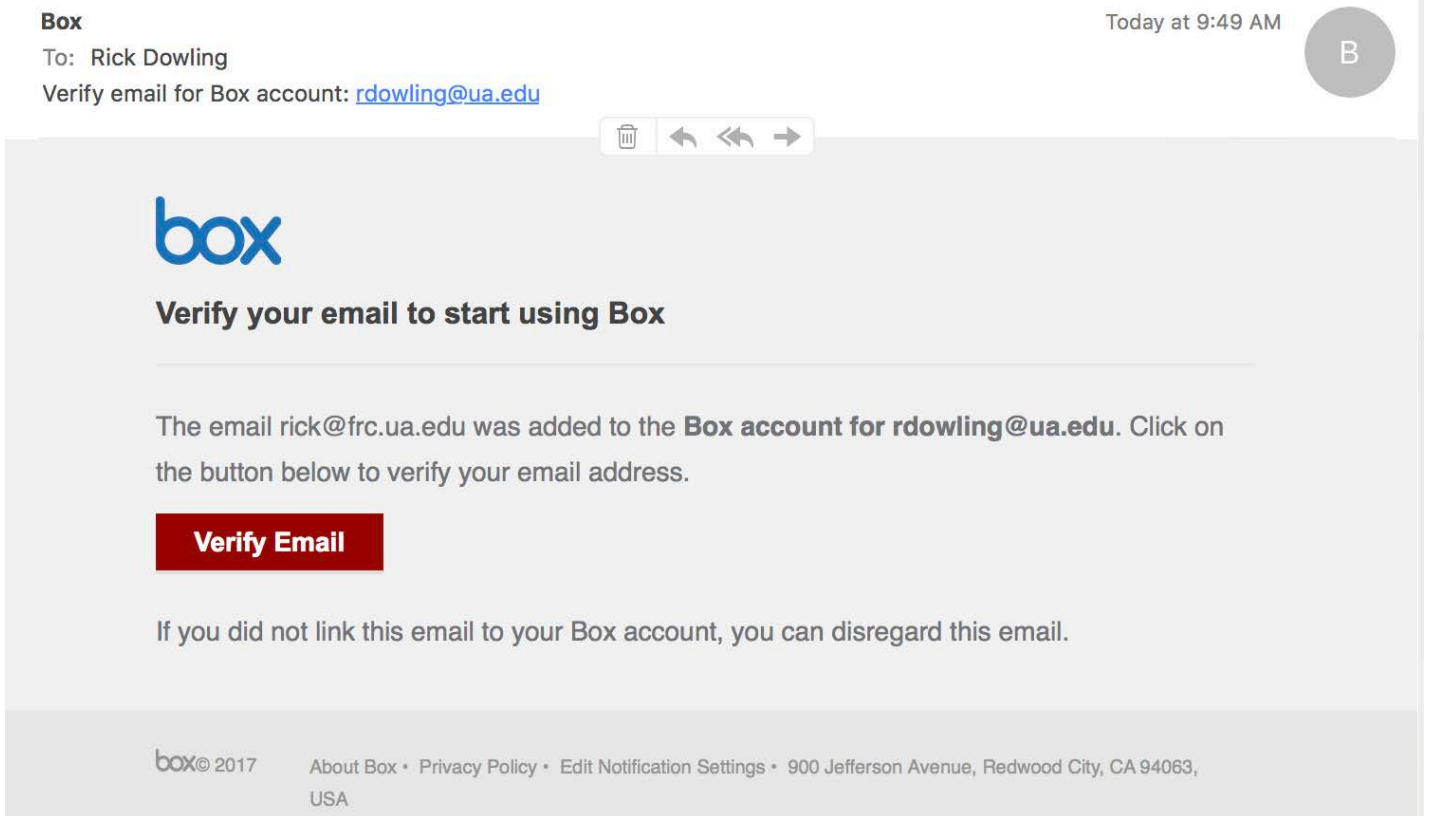
The screenshot shows the Box Account Settings interface. At the top, there is a search bar and a 'Save Changes' button. The 'Account' tab is selected, with sub-tabs for 'Sharing', 'Security', 'Profile', 'Diagnostics', and 'Integrations'. Under 'General Options', there are settings for 'Home Page' (All Files), 'Files and Folders Per Page' (20), 'Time Zone' (GMT-05:00 America/Chicago CDT), and 'Language' (English (US)). A checkbox for 'Display Item Tags' is checked. The 'Login and Email Addresses' section contains a 'Default Email Address' (rdowling@ua.edu) and a 'Linked Email Address' list with two entries: rick.dowling@ua.edu and rdowling@bama.ua.edu, each with a 'Remove' link. Below the list is an 'Add Email' link, which is highlighted by a red arrow.

3. In the field that appears, enter the email address you would like to affiliate with your UA Box account and choose Save.

Add New Email Address ×

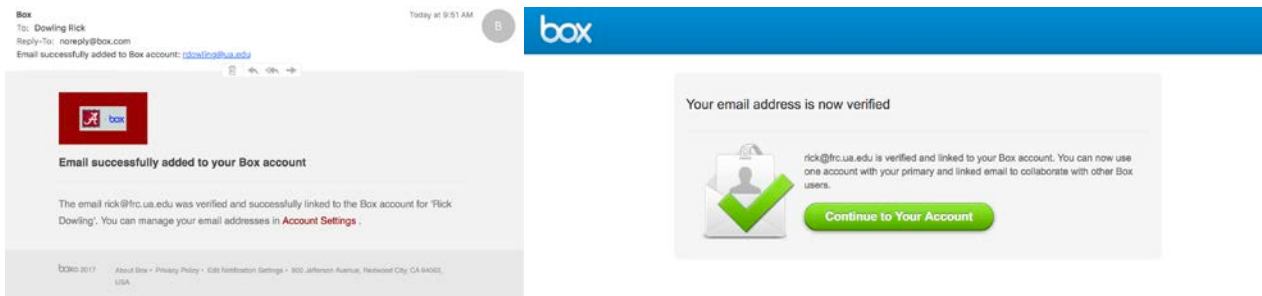
Email Address

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:

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