Manage Your Mailboxes

There are two email environments available to current students - Office 365 (powered by Microsoft Exchange) and UTMail (powered by Google). Each environment has its own set of applications you'll get access to once you claim a mailbox.

As a current student, you have the option to choose the email environment(s) and application suite(s) you use during your time here; choose one or both to communicate, collaborate, and change the world!

What Happens When I Graduate?

Student Email @ UT

Your account is available to you forever and access will not be revoked when you graduate or become a former student. If you have not claimed your UTMail account before you leave the university, you can claim one at https://utmail.utexas.edu. There is no action required on your part to keep your UTMail content or access to your mailbox when you leave the university.

Access to your Office 365 mailbox and services will be revoked when you graduate or become a former student. Your @austin.utexas.edu email address, with the option to add an @utexas.edu address after mailbox creation, @utexas.edu email address, with the option to add an @utexas.edu address after mailbox creation, will remain in your office 365 account.

Collaborating on documents with other students, faculty, or staff at the university with Office 365 mailboxes. You’ll have automatic access to the university address list to make it easy to connect and share ideas with anyone on campus!

Collaborating with students who have not claimed Office 365 mailboxes. Not all documents created in Office (Word or Excel) are compatible with G Suite, and will be reformatted when uploaded.

Features

Office 365
Available to current students and future faculty and staff
@austin.utexas.edu email address, with the option to add an @utexas.edu address after mailbox creation
100GB of email storage
Outlook
OneDrive, Sharepoint
Documents
Teams
OneNote

UTMail
Available to all current and former students and alumni
@utexas.edu email address
60GB of email storage
Email
Storage
Docs, Sheets, Slides
Hangouts

Claim Your Mailbox

Office 365
2. Enter the Display Name you’d like your mailbox to have when you send messages
3. Type the email address you’d like to use
4. Click Submit

UTMail
1. Visit https://utmail.utexas.edu
2. Click Create an Account
3. Follow the prompts to create and name your UTMail account

Learn More
https://office365.utexas.edu

Use When...

Office 365
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UTMail
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Keep Your Content

You can purchase a personal copy of Microsoft Office from the Campus Computer Store before you graduate to allow you to edit and update documents you’ve created.

Get Help
help@its.utexas.edu

Learn More
https://office365.utexas.edu