2025/11/23 22:09 1/3 CS Email

## **CS Email**

Your CS email address is your account name followed by @cs.uchicago.edu This is distinct from your University account and email address. By default, we forward all of your CS mail to your @uchicago.edu address.

#### **Checking Email**

If your email is forwarded to uchicago.edu, you must read up on where's my mail. If your email is not forwarded, you can use Webmail or Setup a Mail Client

### **Sending Email**

Use Webmail or Setup a Mail Client.

# **Mail Forwarding**

Email forwarding has gone through many changes so what you thought was true may not be true now.

### @uchicago.edu

myaccount.uchicago.edu is the portal to use to change your email forwarding.

#### @cs.uchicago.edu

When a CS account is created we forward all of your CS mail(cnetid@cs.uchicago.edu) to cnetid@uchicago.edu.

### CS Change the forwarding address

The only way to change your forwarding address is to ask us (techstaff@cs.uchicago.edu).

# **Mailing Lists**

#### Why am I subscribed?

If you ever took a course here you probably have a CS account. When you sign up for a CS account you get cnet@cs.uchicago.edu email address, which we automatically forward to your cnet@uchicago.edu address. We then subscribe you (cnet@cs.uchicago.edu) to the cs@mailman.cs.uchicago.edu mailing list. As a CS computer account holder we need a method to communicate with you. Mailing lists are one of the best ways to do so.

### **Unsubscribing**

If you no longer want to receive the emails from any list in our department there is a link located at the bottom of every email sent out by the list host that allows you to unsubscribe. The link you are looking for will look something like this:

https://mailman.cs.uchicago.edu/mailman/listinfo/cs

	1.	On	the	bottom	of this	page	you	will	see	а	text	box
--	----	----	-----	--------	---------	------	-----	------	-----	---	------	-----

To unsubscribe from cs, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address

cnetid@cs.uchicago.edu	Unsubscribe or edit options
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2. Type your email in the text box shown above. Mostly likely this takes the format of: cnetid@cs.uchicago.edu

Please read The Tricky Part section for details on which email you should use.

- 3. Click the button 'Unsubscribe or edit options'.
- 4. You will be taken to a page which provides a bunch of options. Look for the following 'Unsubscribing from cs'
- Select the check box: 'Yes, I really want to unsubscribe' and click 'Unsubscribe'.
- 6. You will be redirected to a webpage that tells you if the unsubscribe was successful.

You have been successfully unsubscribed from the mailing list cs@mailman.cs.uchicago.edu. If you were receiving digest deliveries you may get one more digest. If you have any questions about your unsubscription, please contact the list owners at cs-owner@mailman.cs.uchicago.edu.

#### The Tricky Part

This is where it gets a bit tricky because depending on what time your account was created we will have used your cnetid@cs.uchicago.edu (auto forward to cnetid@uchicago.edu) or

2025/11/23 22:09 3/3 CS Email

cnetid@uchicago.edu email address. If you are unsure which email to use you will need to try both. (Try cnetid@cs.uchicago.edu before trying cnetid@uchicago.edu).

After entering in your email you will be presented with a screen where you will be able to actually click the button to unsubscribe.

#### **Unsubscribe**

By clicking on the *Unsubscribe* button, a confirmation message will be emailed to you. This message will have a link that you should click on to complete the removal process (you can also confirm by email; see the instructions in the confirmation message).

Unsubscribe

Click this and you will be emailed a confirmation email. Click the link in said email and you are done. If you did not receive a confirmation email, you did not enter the email address that was used to subscribe you to the list.

From:

https://howto.cs.uchicago.edu/ - How do I?

Permanent link:

https://howto.cs.uchicago.edu/techstaff:cs\_email

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