

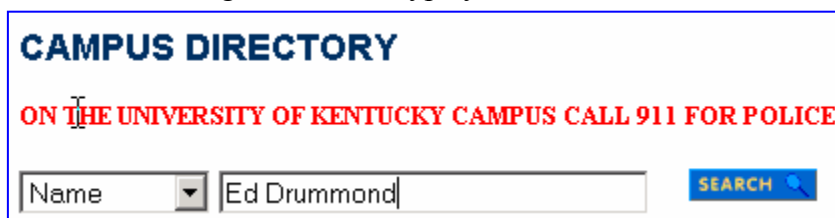
## Setting preferred Email address in the Campus Directory

If your name appears twice in the Global Address list in Outlook Exchange, you may want to set your preferred email address in the Campus Directory to show your Exchange email address. Some staff has a U-Connect email account as well as an Exchange email account. This is why some staff sees their names in the Global Address List twice.

Once you set your preferred email address to your Exchange email address, **your name will only show up once in the Global Address List**. It may take a day or so before you see the change in the Global Address List once you update the Campus Directory on-line.

### To Update the Campus Directory with your Exchange Email Address:

1. Open **Internet Explorer**; Go to the following website: <http://ukcc.uky.edu/directory>
2. In the field to the right of **Name**, type your name;

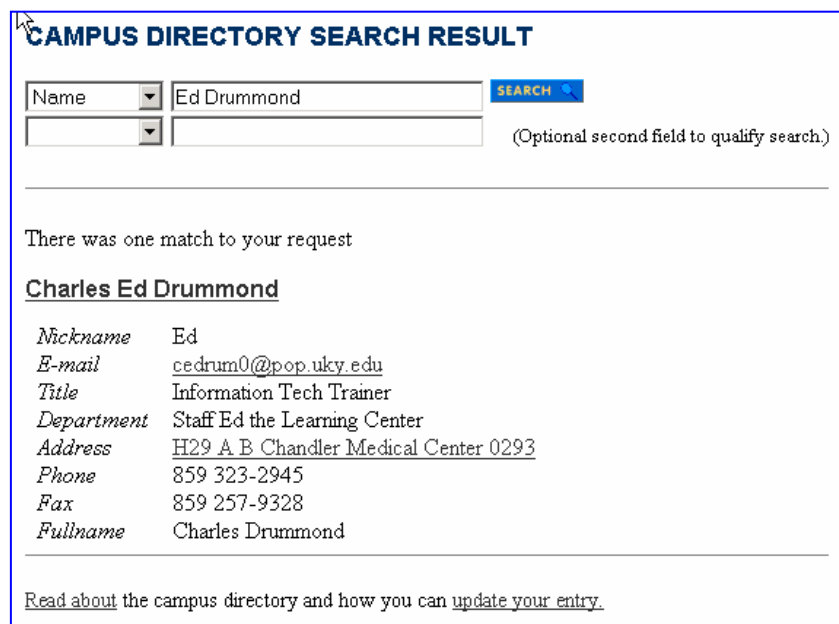


**CAMPUS DIRECTORY**

ON THE UNIVERSITY OF KENTUCKY CAMPUS CALL 911 FOR POLICE

Name

3. Click the **Search** button;
4. The **Campus Directory Search Result** window will appear with your information;



**CAMPUS DIRECTORY SEARCH RESULT**

Name

(Optional second field to qualify search.)

There was one match to your request

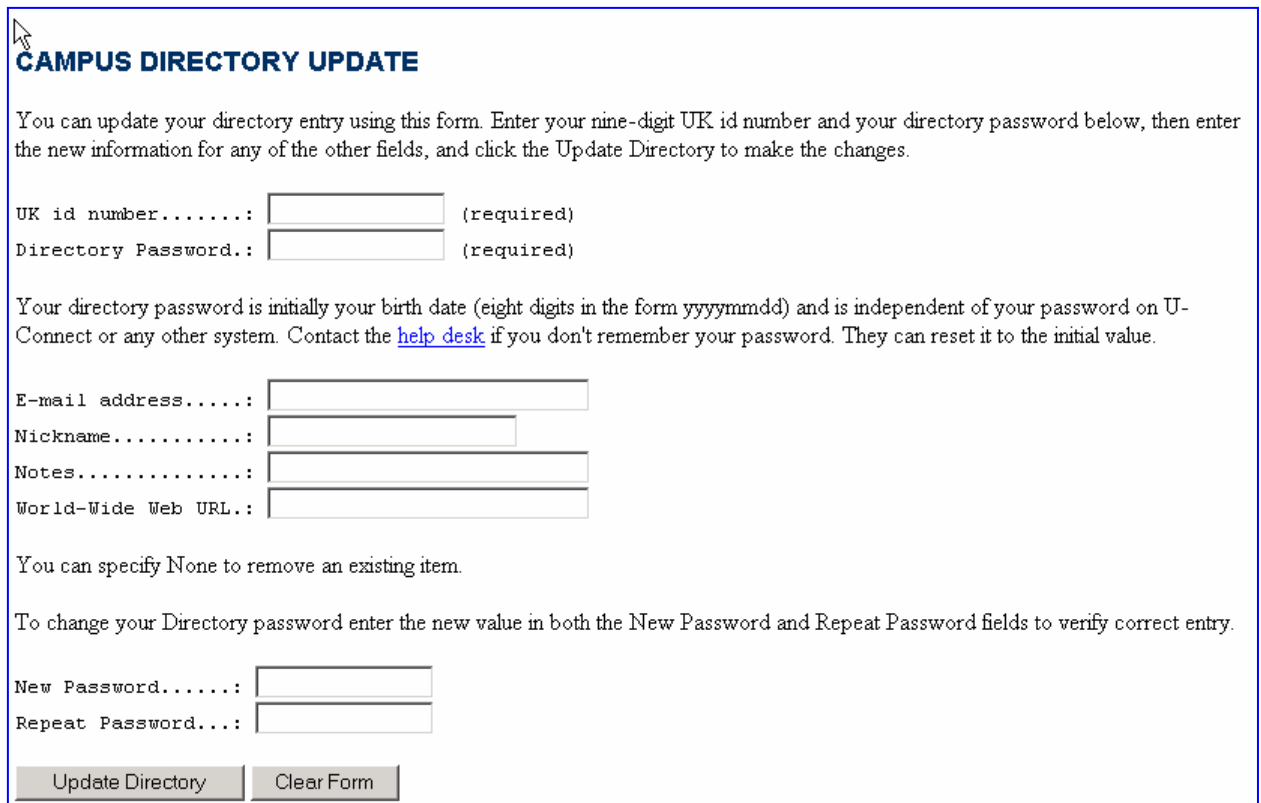
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[Read about the campus directory and how you can update your entry.](#)

5. In the lower right hand corner of that screen, click on **Update your Entry**;

6. The **Campus Directory Update** screen opens; it will look like this:



**CAMPUS DIRECTORY UPDATE**

You can update your directory entry using this form. Enter your nine-digit UK id number and your directory password below, then enter the new information for any of the other fields, and click the Update Directory to make the changes.

UK id number.....:  (required)  
Directory Password.:  (required)

Your directory password is initially your birth date (eight digits in the form yyyyymmdd) and is independent of your password on U-Connect or any other system. Contact the [help desk](#) if you don't remember your password. They can reset it to the initial value.

E-mail address.....:   
Nickname.....:   
Notes.....:   
World-Wide Web URL.:

You can specify None to remove an existing item.

To change your Directory password enter the new value in both the New Password and Repeat Password fields to verify correct entry.

New Password.....:   
Repeat Password...:

7. In the **UK id Number** field, type your 9 digit UK id number.
8. In the **Directory Password** field, type your 8 digit password (The screen advises the password is initially your birth date in the format of your birth year, your birth month, and your birth day; i.e. yyyyymmdd) [Example: 19600507 if born on May 7, 1960].
9. In the **E-mail address** field, type your Outlook Exchange Email address; for example, cedrum0@email.uky.edu
10. Click on the **Update Directory** button to submit your changes.

You may not see the update in the Exchange Global Address List until a couple of days after submitting this change.