

Update Contact Information ^[1]

The University of Colorado campuses communicate with many stakeholders, including students, faculty, alumni, staff, donors, and our community members across the state of Colorado. We use various technologies to manage communication across our campuses, with some being campus-specific and others being used across the system.

We value having you in the University of Colorado community and want to make sure we are communicating with you according to your preferences. **To update your information, follow the instructions below based on your relationship with CU.**

Community Members

The best way to update your contact information or unsubscribe is to return to the email you received and scroll to the footer at the end of the email **and select 'Update your contact information'**.

You will see two options as links:

- Manage your email preferences
- Update your contact information

Please click on the relevant option for you. These links are connected to the specific system used to communicate with you and contains your email preferences and contact information.

If you have further questions about updating your contact information, the next best option is to reply to that email with your question or concerns.

CU Employees and Students

If you are an employee or student at one of the CU campuses, and you wish to change your contact information, you will need to follow your campus HR and IT procedures to make a change*:

Name Changes

Name changes are managed by your specific campus policies or affiliation and can vary. The name we use to communicate with you comes from a campus system based on your affiliation.

- Employees
 - Employees from all campuses and the System Office can find information on name

changes and other settings available from Employee Services [here](#) [2].

- Students
 - CU Anschutz - [Update Your Personal Information](#) [3]
 - CU Boulder - [Update Your Personal Information](#) [4] or [Update Your Legal Information](#) [5]
 - CU Denver - [Update Your Personal Information](#) [6]
 - CU Colorado Springs - [Update Your Personal Information](#) [7]

Email Address Changes & Preferred Email Settings

Email address changes are managed by your campus and can vary in what they allow to be updated. Please see the links in the name change section about updating your personal information as well as your campus student, employee, or IT policies for information on changing your email address. Email settings, such as forwarding your campus email, and preferred email options can often be managed in your campus portal. While we have included some links below, your campus may have additional information you may find helpful on their website.

- CU Anschutz
 - [UCD Access](#) [8] (student portal)
 - [IT Email Support](#) [9]
 - [Manage email preferences](#) [10]
- CU Boulder
 - [Buff Portal](#) [11]
 - [Preferred Email](#) [12]
 - [Request an alternate email address](#) [13]
- CU Denver
 - [UCD Access](#) [8] (student portal)
 - [Email Policies](#) [14]
 - [IT Support](#) [15]
- CU Colorado Springs
 - [MyUCCS Portal](#) [16]
 - [IT Email Support](#) [17]

*Note that if you receive an email from a CU Alumni group, they can use various emails that do not have to be your employee or student email. If you prefer to change which email the Alumni Association uses, it is best to go to the footer of an email from the alumni association and click “update your contact information” or see the next section for specific campus alumni update forms.

CU Alumni

Please select your alumni group below to update your contact information:

- [CU Anschutz Alumni](#) [18]
 - [CU Boulder Alumni](#) [19]
 - [CU Denver Alumni](#) [20]
 - [UCCS Alumni](#) [21]
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Source URL:<https://www.cu.edu/update-contact-information>

Links

[1] <https://www.cu.edu/update-contact-information> [2] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/update-your-name-and-demographics>
[3] <http://www.cuanschutz.edu/registrar/student-resources/identity>
[4] <http://www.colorado.edu/registrar/students/records/info/preferred>
[5] <https://www.colorado.edu/registrar/students/records/info/legal>
[6] <https://www.ucdenver.edu/registrar/student-resources/identity> [7] <http://registrar.uccs.edu/student-resources/records-and-privacy/name-change-guidelines>
[8] <https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html> [9] <https://www.cuanschutz.edu/offices/office-of-information-technology/tools-services/microsoft-outlook-email> [10]
<https://www.cuanschutz.edu/offices/office-of-information-technology/get-help/campus-email-lists>
[11] <https://www.colorado.edu/resources/buff-portal-student-portal> [12]
<https://oit.colorado.edu/tutorial/identikkey-manager-preferred-email-and-calendar-service>
[13] <https://oit.colorado.edu/services/messaging-collaboration/email-delivery-management>
[14] <https://www.ucdenver.edu/registrar/student-resources/policies> [15]
<https://www.ucdenver.edu/offices/office-of-information-technology> [16]
<https://oit.uccs.edu/services/identity-and-access/portal> [17] <https://oit.uccs.edu/services/messaging-and-collaboration/365email> [18] http://ucdenverdata.formstack.com/forms/update_your_alumni_information
[19] <https://www.colorado.edu/alumni/updateyourinfo>
[20] https://ucdenverdata.formstack.com/forms/update_info [21] <https://alumni.uccs.edu/contact-information>