

InfoHawk Notices on E-mail

InfoHawk recall, item available and overdue notices are sent via e-mail. For all notices, the subject line is "UI Library Notice" and the sender is lib-circulation@uiowa.edu. Please check your e-mail account at least twice a week. It may be helpful to create an e-mail filter so that notices aren't missed. Webmail <http://webmail.uiowa.edu/> can be used to access University of Iowa e-mail from any web-enabled computer.

If you are not affiliated with the University of Iowa but wish to have library notices sent to you via e-mail, please contact staff at the Main Library Circulation Department at lib-circ@uiowa.edu (319-335-5912) or any branch library.

The Libraries use the official "alias" e-mail addresses that are assigned for students, faculty and staff by ITS. Library staff does not have the authority to change your "routing" address. Information on how to change a routing address is listed below.

University of Iowa E-mail Address Information:

The university establishes a "routing" e-mail address of the form jdoe@blue.weeg.uiowa.edu. At the same time an "alias" address of the form jane-doe@uiowa.edu is also established. The alias address is typically your first and last names, separated by a hyphen, and followed by "@uiowa.edu". All university-wide and departmental mass mailings are sent to your alias address, so you must have a valid routing address in order to receive the mailings. One benefit of giving out only your alias address is that if you change your routing address for some reason, you do not need to notify your e-mail correspondents because your alias address remains the same.

Alias E-mail Address	Routing E-mail Address
chris-jones@uiowa.edu	cjones@blue.weeg.uiowa.edu
pat-smith@uiowa.edu	pasmith@hotmail.com
john-clark@uiowa.edu	jclark@aol.com
mary-clark@uiowa.edu	maryc@yahoo.com

Changing your Routing Address:

If you already have a non-university e-mail account and would like to use your Hotmail, AOL, or another account to receive university e-mails, you should register your non-university account as your "routing" address. This change can be done online:

For students using the Accounts & Passwords section of ISIS – <http://isis.uiowa.edu>

For faculty and staff using the ITS on-line form – <http://www.its.uiowa.edu/cs/cid/routingform.htm>