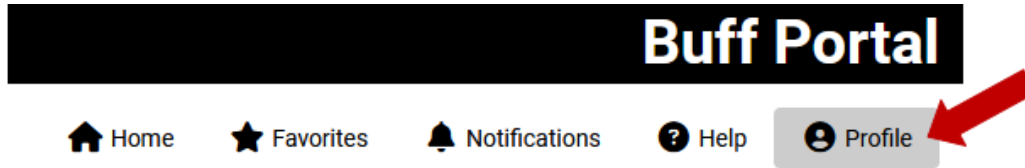
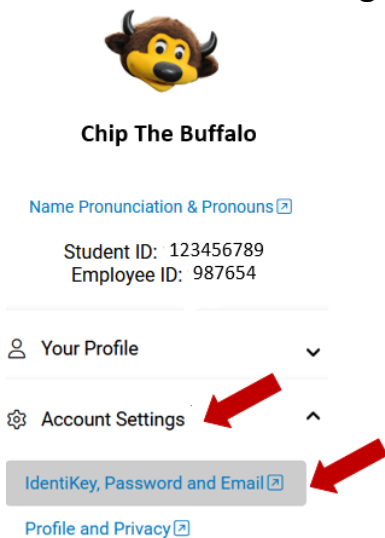


STUDENTS: Accessing Your first.last@colorado.edu Email Address in the Buff Portal

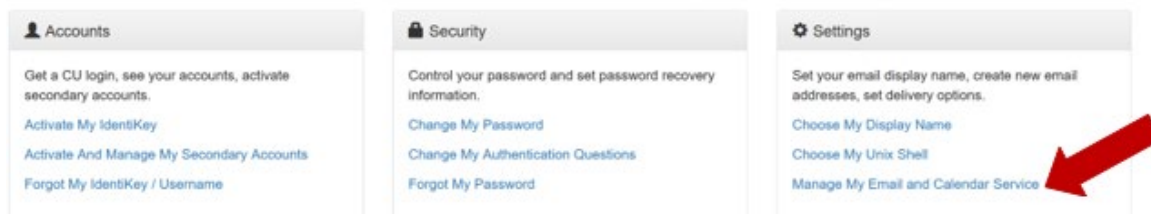
1. **Log into the Buff Portal** at: <https://buffportal.colorado.edu> using your IdentiKey and IdentiKey password
2. Click on **Profile** in the upper right corner



3. Click on **Account Settings** and then **IdentiKey, Password and Email**



4. Next, click on **Manage My Email and Calendar Service** (under Settings)



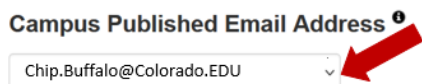
5. Look at the **Campus Published Email Address**.

- If it is not your first.last@colorado.EDU email address, click on the down arrow to view your other email addresses.

Manage My Email and Calendar Service

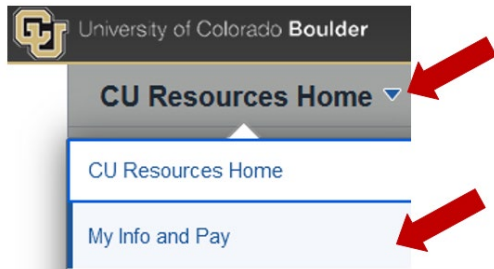
Select your campus published email address. Choose your email and calendar service.

[Learn more about Email and Calendaring options](#)



SCHOLARS (Paid Employees): Accessing Your first.last@colorado.edu Email Address in the myCUinfo Portal

1. **Log into the myCUinfo Portal** at: <https://mycuinfo.colorado.edu> using your IdentiKey and IdentiKey password
2. Click on **CU Resources Home** in the upper left corner and then click on **My Info and Pay**



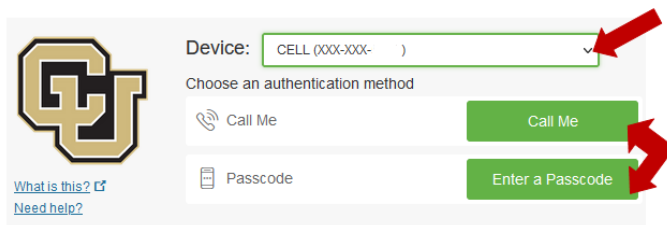
3. Next, click on the **My Info** tile



4. On the left navigation menu, click on **Contact Details**



5. To access the screen, you will have to **authenticate** by phone or by entering a passcode that is texted to you. Select your preferred contact device and authentication method and follow the instructions.



6. Your university email(s) will appear in the Email section

