Login to ozone.ou.edu using your OUNet ID and Password.

oZONE will open on the **Home** tab. Please note that a tab becomes highlighted when it is activated.

To update student E-mail addresses, find the **Personal Information** channel.

**Click the** Update E-mail Addresses **link.**
To update an existing e-mail address, select the link (in blue) for that address.

All OU email correspondence is sent to your official OU email address. Your OU email address cannot be changed, but it can be forwarded to another email account. To forward your email, go to account.ou.edu and follow the steps after logging in. We cannot guarantee that you will receive your email if it is forwarded to an outside vendor. Occasionally, outside vendors such as Yahoo or AOL will block incoming mail from the University.

You should also go to account.ou.edu to create an alias for your OU email address.

Please Note
To Insert a New E-mail address, find the **Type of E-mail to Insert** field in the lower left quadrant of the form.

Select type and click **Submit**.

The **Update/Insert** form will open. Enter the new email address and click the **Submit** button.

August 28, 2013