

HR Tips: Change How Your Name is Displayed on UGAMail

Did you know that you can change how your name is displayed on UGAMail? Following these instructions to change a display name is UGA Mail:

- Log in to UGAMail via <http://my.uga.edu> or <http://www.ugamail.uga.edu>
- Click on Options (in the top right corner)
- Click on the Edit icon (in the Account Information window in the middle of the screen)
- Change "First Name", "Last Name" or "Display Name" as desired
- Click the Save icon

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HR Tips is brought to you by the Libraries' Human Resources department and will be issued periodically. Suggestions for tips are welcome. Submit your tips, or any questions you might have, to libjobs@uga.edu. To view past HR Tips go to <http://www.libs.uga.edu/humres/hrtips/index.html>.