

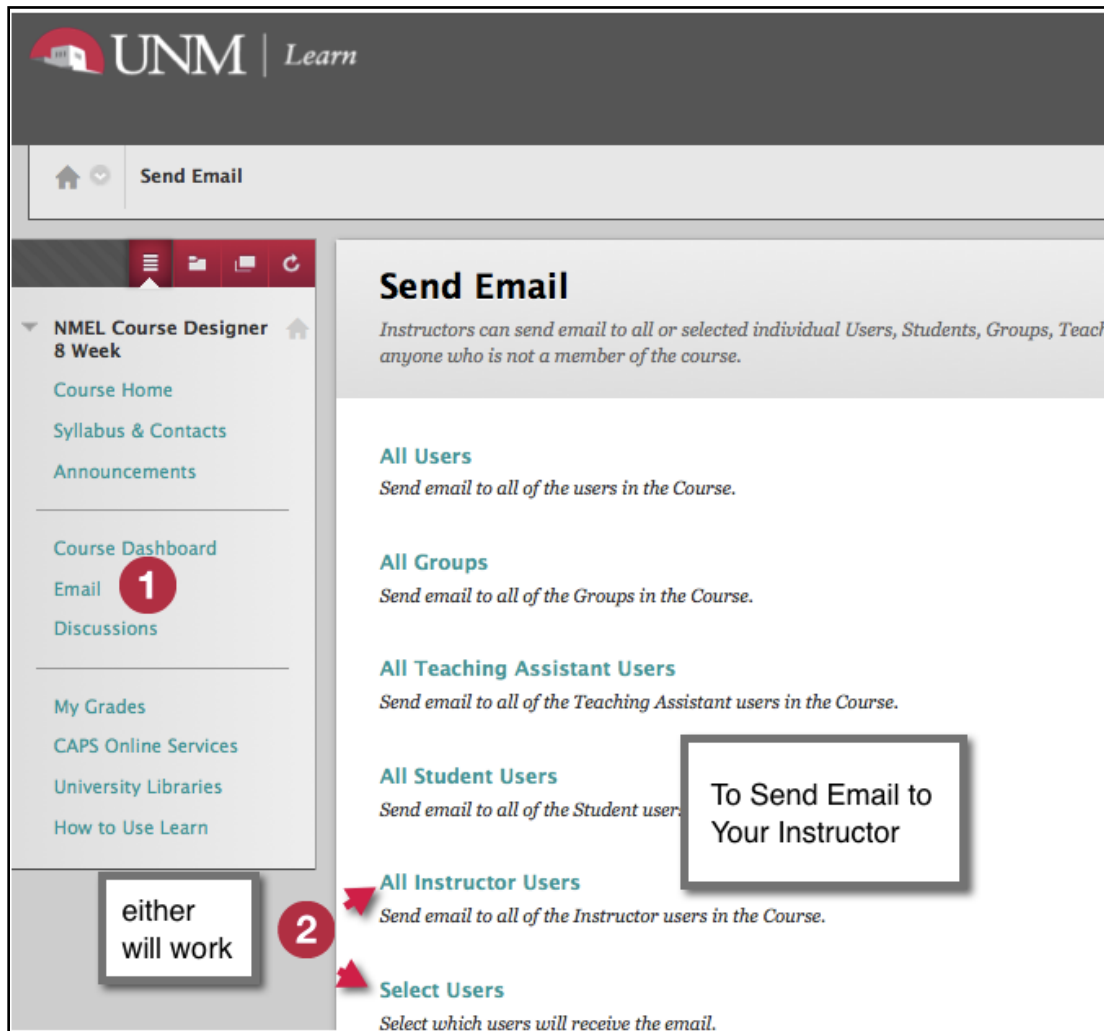


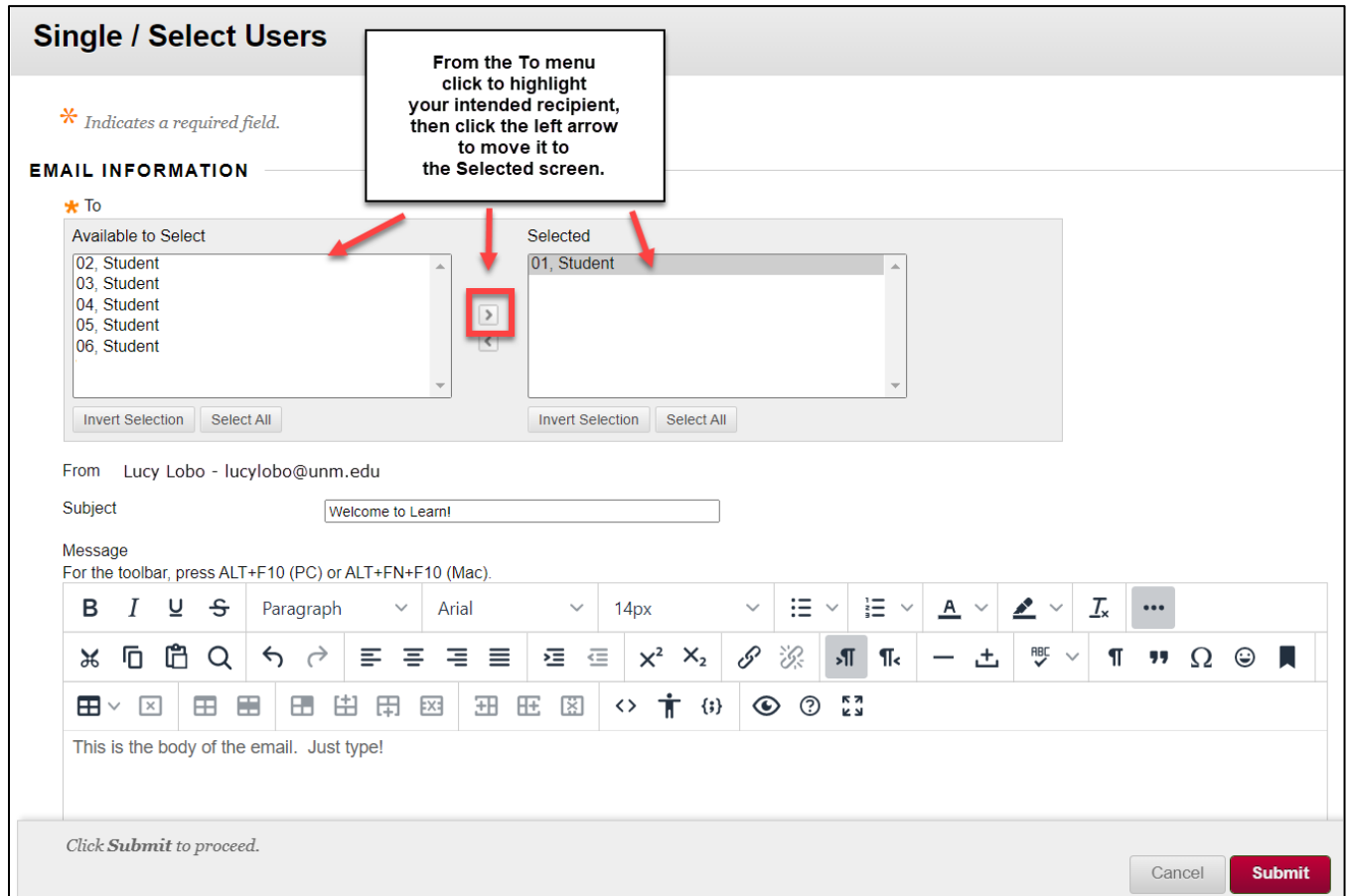
## Using the Email Tool

Communications sent the Email tool do not appear in your UNM Learn course; they are sent “outside” Learn to your UNM preferred email address. You can access them through your favorite email program, or by using Lobomail through “the portal,” [my.unm.edu](http://my.unm.edu), or from the web at [mylobomail.unm.edu](http://mylobomail.unm.edu).

*If your instructor is using this tool, be sure to check your UNM-preferred email account regularly, or you may miss something important!*

UNM-preferred email addresses for non-HSC students can be updated using [DSS - Demographic Self Service](#).





Again, if this is the communication tool in your course, all email will appear in your UNM-preferred email account - you must check that regularly.

Need to change where that email goes? Non-HSC students update it using [DSS - Demographic Self Service](#).