



Date:

To: Class of 2029

From: The Office of Student Affairs

Subject: Professional NetID & Exchange Email

Howdy!

When you receive the email with instructions to set up your NetID and university email accounts. One important step is to review your NetID. Your current NetID will now be your College of Pharmacy email address. For example, if your NetID is garza, the exchange email address is [garza@tamu.edu](mailto:garza@tamu.edu).

You want to ensure that your NetID is **FORMAL & PROFESSIONAL** since this will now be your college email address. The recommendation from the Office of Student Affairs is to confirm or change your NetID to one of the following **prior to May 1<sup>st</sup>**:

- Last name only  
Ex: NetID: garza Exchange email after update: [garza@tamu.edu](mailto:garza@tamu.edu)
- First name initial and last name  
Ex: NetID: agarza Exchange email after update: [agarza@tamu.edu](mailto:agarza@tamu.edu)
- First name initial, middle name initial, and last name  
Ex: NetID: amgarza Exchange email after update: [amgarza@tamu.edu](mailto:amgarza@tamu.edu)
- First and last name  
Ex: NetID: arnoldgarza Exchange email after update: [arnoldgarza@tamu.edu](mailto:arnoldgarza@tamu.edu)

Notice that there are not any numbers or characters in the 4 recommendations in order to keep the accounts simple. These professional email accounts will be used to contact preceptors, employers, faculty, staff and peers so again the goal is to keep it simple and professional.

Instructions on how to review and change your NetID can be found here:

<https://gateway.tamu.edu/help/>

**For assistance claiming your NetID or setting up Self-Service Password Reset (SSPR), please contact Help Desk Central ([hdc.tamu.edu](http://hdc.tamu.edu)) at [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu), or by phone at 979-845-8300**

Please have this completed **PRIOR to May 1<sup>st</sup>**.

Thank you,

The Office of Student Affairs