

BerkeleyHaas

What is the @berkeley email account and why do I need one?

Historically, graduates from the Haas School of Business were offered a “forwarding service” to retain their @alumni.haas.org, @haasalum.berkeley.edu, and/or an @mba.berkeley.edu vanity emails. This service is ending **February 28** and converting to email aliases attached to the @berkeley account. Alumni must claim an @berkeley account to keep these email addresses active .

How do I claim my @berkeley account?

First you will need a Calnet ID and passphrase.

1. Log into cal.berkeley.edu and click on the Claim Your Berkeley account.
2. Next, log in with your Calnet ID and passphrase.
(There are links in the upper right corner of the site, if you can't remember your login information.)
3. Click on the Claim My Email button and accept the @cal user policy.
4. Please allow 24 hours for your @berkeley account to be created.
5. **Then, most importantly**, log back into cal.berkeley.edu to check your email. All emails will now be sent to this location.

If you want your alumni emails redirected to another email account:

Remember, that the old service only redirected your alumni email. With the @berkeley account you now you have a full email with a home at Google that you can access from any web browser. If you wish to only retrieve your alumni email, as you previously did with the forwarding service, you can simply set-up email forwarding on the @berkeley account.

1. Log into cal.berkeley.edu and click on the Mail icon in the upper left hand corner.
2. Once in, you will click on the gear icon in the upper right corner.
3. Select the Settings option from the drop-down menu.
4. And then click on the Forwarding and POP/IMAP tab.
5. Click the Add a forwarding address button.
6. And type in the address that you want your email to forward to.
7. Click Next and a verification code will be sent to this email.
8. Log in to that email account and “verify” by clicking on the link provided in the email.
9. Finally, go back to the settings screen and be sure that you have selected your personal email in the forwarding dropdown area. Then scroll to the bottom of the page and click on Save Changes.