UW Tacoma Nursing Students and Healthcare Leadership students

To be compliant with HIPAA you must continue to use the UW deskmail system for your email.

The following instructions will assist you in checking your current email settings and making changes to ensure you are HIPAA compliant.

**Deskmail setup**

1. **Go to MyUW:** [http://myuw.uw.edu/](http://myuw.uw.edu/)
2. **Click “login with your UW NetID”**
3. **Enter your UW NetID and Password** and then **click the login button.** (If you have forgotten your password, there is a “forget your password” link on the right).

4. Once you are logged in to MyUW, **click on “My Account” in the upper right hand corner** of the screen.

5. If you have not signed up for one of the UW cloud email services, do so now. You do not have to sign up for both, just one. During the activation process, you will be asked if you want to forward your UW email to UW Google or UW Windows Live. Select NO.

### Basic Settings

<table>
<thead>
<tr>
<th>Name:</th>
<th>J. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td>Last changed</td>
</tr>
<tr>
<td>UW Windows Live ID:</td>
<td>Sign up now</td>
</tr>
<tr>
<td>UW Google Apps ID:</td>
<td>Sign up now</td>
</tr>
<tr>
<td>UW Email:</td>
<td>Forwarded to <a href="mailto:bshirey@cac.washington.edu">bshirey@cac.washington.edu</a></td>
</tr>
<tr>
<td>MyUW.net Email:</td>
<td>Returned to sender as undeliverable</td>
</tr>
</tbody>
</table>
6. From the “my Account” page, **click on Computing Services** in the left navigation menu.

![Inactive Services Image]

7. After reviewing the UW NetID policies, click on Finish.

![Updating Services Image]

8. **Click on the UW Email Forwarding link** in the left navigation menu.
9. Under the Change email forwarding area, **click on the small circle button to the left of “Forward to UW Deskmail”** and then **click the “OK” button**. If you do not have the Deskmail option or if it is not active, wait three days and try again… if you still do not have the deskmail option after three days, call 253-692-4357 and let us know!!

![Change UW Email Forwarding](image)

10. **Verify** at the top of the screen that the UW Email for your NetID is being forwarded to deskmail.

![Manage UW NetID Resources for ‘Your NetID’](image)

The green *(changed)* or *(unchanged)* is not important as long as you verify that your account is being delivered to Deskmail. You are done!

**How to check your mail**

You can check your mail in MyUW in the “email “box on your frontpage. In the Email box, click on “check UW Deskmail Email Via Alpine”

![MyUW Email](image)
If you do not have an email box, click on “add content” and add it to your MyUW page. (look around a little because the boxes on your frontpage are drag and drop, so it could be anywhere on the page).

Find it in the list on the page that comes up and then click on the add button on the left...

Return to your frontpage by clicking on the “MyFrontPage” link in the left navigation menu.

**Accessing old email**

If you have been using a personal account, UW Google or Windows Live up until this change, you will have to access those old emails by going back into that mail system through MyUW or your personal email. Any messages that you want to move into Deskmail will have to be forwarded one by one. For help with this, contact the helpdesk at 692-4357.