

# ADTA 5900/5560: Verify UNT Email Address

## 1. Overview

Each UNT student has an official UNT email with the suffix: [...@my.unt.edu](#).

The class is an online class, and communication is very crucial for all students to be successful in the class. The **UNT email (...@my.unt.edu)** is used extensively as the primary communication medium for class activities. During the semester, it is recommended that every student should access his/her email daily so that he/she can follow the class activities closely. Therefore, it is important to be sure that each student can access his/her UNT email.

## 2. HOWTO Verify the UNT Email Address

A Welcome-to-the-Class message has been sent to each student's UNT email ([...@my.unt.edu](#)). The student should **access** his/her UNT email address, **verify** that he/she has received the message, and **reply** to the instructor's Welcome message.

### **IMPORTANT NOTES:**

--> *The student should use “**Reply**”, **not** Reply All,” to reply to the Welcome message to avoid clustering classmates' mailboxes.*

--> *This email-replying etiquette should be **applied to any** of the instructor's emails or announcements to the class.*

If a student got an issue with accessing his/her UNT email or does not receive the Welcome-to-the-Class message, he/she should contact the instructor as soon as possible by sending an email to his UNT email ([Thuan.Nguyen@unt.edu](mailto:Thuan.Nguyen@unt.edu)).

### **IMPORTANT NOTES:**

*If a student is an employee of either UNT, UNT Systems, or an organization belonging to UNT Systems, and he/she prefers to use **his/her work email address** – instead of [...@my.unt.edu](#), the student can email the instructor and let him know about that.*

## 3. Attendance Confirmation

The Registrar's Office requires faculty members to report that each registered student has attended the class at least once after the class starts. The student's reply will be used to confirm his/her attendance which will be reported to the Registrar's office.

## 4. Due Date and Time

The student should verify his/her UNT email address as early as he/she can.