UPDATING UF DIRECTORY INFORMATION

Specific fields located in your Directory Profile will display on your Outlook Contact Card or in the Address Book. It is the responsibility of the staff member to update this information. Take note that all information with an * is required.

To update your directory information go to:
my.ufl.edu > Main Menu > My Account > Update My Directory Profile

NAME AND PERSONAL ATTRIBUTES

1. Display Name - Used in contact card & address book.
2. Directory Name - Used in the contact card & address book. Last, First name is preferred format.
3. Working Title - Used in contact card & address book.

EMAIL ADDRESS

4. UF Business Email - Used in address book as E-mail Address. Set as your Student Affairs Email agator@ufsa.ufl.edu.
5. Deliver-To Email - Should be same as Student Affairs Email.

Note: If either of these emails need to be adjusted, you can go to Main Menu > My Account > Manage UF Business Email. If the options are grayed out, you will need to contact IT Help to update this information for you.

WORK DATA

6. Address Line 2 - Used on contact card.
7. Address Line 3 - Used on contact card & in the address book as Location.
8. Phone - Used on contact card & in address book as Business Phone.
9. Work Cell Phone - Used on contact card under Phone/Notes tab. If you do not want to display this information, check the box No Work Cell Phone. This is not your personal cell number.

PUBLISH INFORMATION

Please note that both Permanent Home Data & Local Home Data sections are used to provide your personal contact information to the University of Florida. By selecting Publish on one or both of the Data option(s), this allows your information to be displayed in public directories, used in a Public Records Request, or used by other Entities at the University of Florida.

CONTACT CARD

Match the numbers on the Contact Card below to the number labels above to see where the information is displayed.

Questions? Call/Text 352-392-2465 or email ithelp@ufsa.ufl.edu