E-mail Addressing

Before you can send someone e-mail, you must know their e-mail address. Most e-mail addresses are specified in a format that identifies the individual and their location. The most widely used format looks like:

username@domain.extension

The username identifies the person's mail account name. The domain specifies where that account resides. The extension specifies type, such as edu, .gov, .mil, etc. For users at Baylor, the e-mail address is:

Bear_ID@Baylor.edu

e.g. John_Doe@Baylor.edu or john_doe@baylor.edu (casing is never relevant in e-mail addresses)

E-mail arriving at Baylor addressed this way is automatically routed to the mail system that handles the addressee's e-mail. When you give your Baylor e-mail address to someone, use the above format.

For e-mail going to other locations, please verify the other person's e-mail address BEFORE attempting to send them e-mail. Each company or site uses its own addressing scheme, and the Bear_Id@baylor.edu e-mail address scheme used at Baylor probably will not match the pattern in use for other email addresses.

Contact: ITS Help Desk

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