Steps to change the name in the NIU Email

1. On the NIU home page, click on MyNIU.

2. Log into MyNiu.
3. Login to Student E-mail.

4. Click on the options (gear symbol).
5. Under the gear click settings

6. Under the Accounts tab click, edit info
7. Input preferred name and then select it as the name you want to be seen by your email recipients. Logging out and log back in to your email account may be needed to complete change. Your legal name may show up in some places only, but all the recipients of your email, your preferred name will be shown. This is a permanent change until you follow these steps again.

Edit email address

Edit information for z
(Your name and email address will be shown on mail you send)

Name: 

- University Mail accounts
- Preferred Name

Email address: z

Specify a different "reply-to" address (optional)

Cancel  Save Changes