

Welcome to your new Rotman Alumni Email Account

Here is how to access your new Rotman Alumni email account.

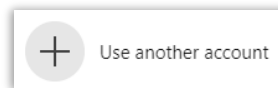
The recommend browser for completing this process is Chrome within an incognito window. Here is the steps to open an new incognito window within Chrome - [Link](#)

- Click on the following link <http://alumnimail.rotman.utoronto.ca>

Note: If you are redirected into your current student email account, please logout of your account and start the process over.

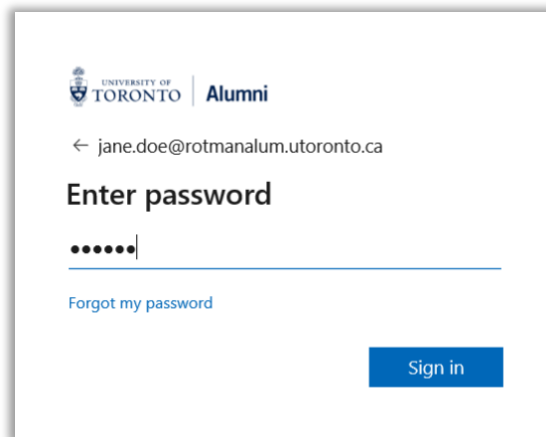
- Enter your new **Rotman Alumni email address** (e.g. jane.doe@rotmanalum.utoronto.ca)

*Note: If you previously signed into a Microsoft account please click **Use another account**.*



- Enter your **temporary password** (e.g. Grad123456) and click **Sign in**.

Note: Your temporary password is the word "Grad" followed by the last 6 digits of your student number.

A screenshot of the University of Toronto Alumni sign-in page. At the top left is the University of Toronto logo and the word "Alumni". Below that is a back arrow and the email address "jane.doe@rotmanalum.utoronto.ca". The main heading is "Enter password". Below the heading is a password input field with five dots and a cursor. Underneath the input field is a blue link that says "Forgot my password". At the bottom right of the form is a blue button with the text "Sign in".

- **Update your password** and click **Sign in**.

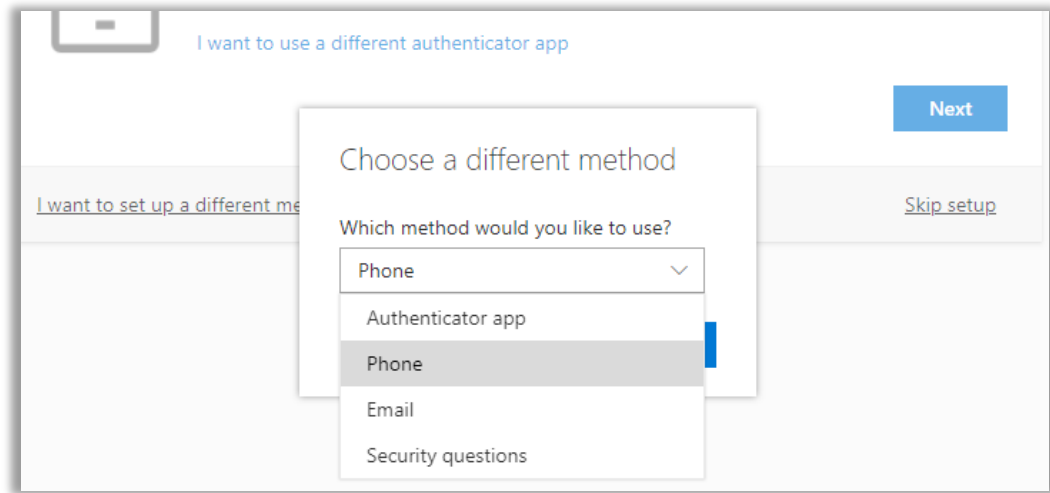
Note: Passwords can't contain your user ID, and need to be at least 8 characters long, with at least 3 of the following: uppercase letters, lowercase letters, numbers, and symbols.

The screenshot shows a web page for the University of Toronto Alumni. At the top left is the University of Toronto logo and the word "Alumni". Below that is the email address "jane.doe@rotmanalum.utoronto.ca". The main heading is "Update your password". Below the heading is a paragraph: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three password input fields, each with a row of ten dots above it. At the bottom right is a blue button labeled "Sign in".

- You are strongly encouraged to setup your password reset verification method. This will allow you to reset your password on your own without the need for IT interaction and secure your account.
- Click **Next**, when you see the **More information required window**.

The screenshot shows a web page for the University of Toronto Alumni. At the top left is the University of Toronto logo and the word "Alumni". Below that is the email address "john.doe@rotmanalum.utoronto.ca". The main heading is "More information required". Below the heading is a paragraph: "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". At the bottom right is a blue button labeled "Next".

- Proceed to setup your account recovery method. You can use the default option of Microsoft Authenticator App or click **I want to setup a different method**.
- Click the **Which method would you like to use** Drop down menu and click an available method.



- Click **Confirm** and follow the remaining steps to complete the process.
- You are now able to login to your new Rotman Alumni email account using your new password!

Note: *Your new Rotman Alumni email account only provides access to email and doesn't provide any additional Microsoft 365 services such as Microsoft Office, Teams, or OneDrive.*