Faculty and Staff Non Exchange Users

On December 13, 2013 official correspondence from NYU-Poly and NYU Washington Square will be directed to your NYU email address. Poly faculty and staff were made eligible for NYU email accounts in September of 2013 and many of you have already activated your accounts. If you have not yet activated your account please follow the procedure below.

If you have already activated your account and would like to migrate your Inbox, Calendar, Contacts and Folders to your NYU account please skip down to the procedure outlined further down.

Activating Your @nyu.edu Account

**Note:** You may already have an @nyu.edu account if you have taken a course at NYU or are part of a research collaboration. If so, please skip the portion on activating your account and go straight to migrating your NYU-Poly account.

To Activate Your New @nyu.edu Account:

2. Enter in your NYU NetID and click Start.

**Note:** Your NYU NetID is separate from your Poly ID #. Please check the back of your NYU-Poly ID Card first as it may be printed there.
3. If this is your first time activating your NetID, you will be guided through the account activation process and will be given the opportunity to set passwords for both your NYU NetID account and your NYU Google Apps.

If you have previously activated your NetID, you will be prompted for your password associated with your NYU NetID and then guided through just the Google Apps account activation process only. Afterwards, you will be given the opportunity to set passwords for both your NYU NetID account and your NYU Google Apps.

**Note:** If you receive a message that your NetID cannot be activated or that you are not eligible for Google Apps, please contact the NYU-Poly Help Desk at help@poly.edu or (718) 260-3123.

Migrating Your NYU-Poly Email Account to Your @nyu.edu Account

The tool for migrating your inbox, folders, contacts and calendar events to NYU Google APPS works with Microsoft Exchange accounts only. Since you do not currently have a Microsoft Exchange account please contact the help desk (help@poly.edu or 718.260.3123) for assistance in migrating your email to your @nyu.edu email account after your NYU account has been activated.