

Email Naming Standard for MS Exchange

Standard (non-complex) Names

Firstname_Lastname. For example, the name Robert Jones will have an email address of Robert_Jones@student.uml.edu

Duplicate Names

Firstname_Lastname(n) where (n) is a number. For example, the second Robert Jones will have an email address of Robert_Jones2@student.uml.edu

Hyphenated names

Remove all hyphens and merge multiple names together. This will apply to both first names and last names. For example, the student with the name Hassan El-Alami will have an e-mail address of Hassan_EIAlami@student.uml.edu. The student with the name Tzu-Hsuan Lin will have an e-mail address of TzuHsuan_Lin@student.uml.edu.

Multiple last names separated by spaces

Remove all spaces and merge the multiple names together. For example, the student with the name Brenda Van Der Beek will have an e-mail address of Brenda_VanDerBeek@student.uml.edu.

Names with an apostrophe, period or slash

Remove all punctuation from the student name and merge the names together. For example, the student with the name Thomas O'Sullivan will have an e-mail address of Thomas_OSullivan@student.uml.edu. The student with the name John St. Peter will have an e-mail address of John_StPeter@student.uml.edu. The student with the name Jessica Foley/Bardsley will have an e-mail address of Jessica_FoleyBardsley@student.uml.edu.

Names with Jr., II, III, IV

If the student's name has a Jr., II, etc. it will be removed. For example, the student with the name John Cadotte Jr. will have an e-mail address of John_Cadotte@student.uml.edu.

Two or three part first names

If the student has multiple first names, use the first part of the name. For example, the student with the name Han Joon Taj Chun (Chun being the last name) will have an e-mail address of Han_Chun@student.uml.edu. There may be some exceptions to this rule going forward.

First initial/middle name

In cases where the student normally goes by their middle name and the first name is stored in SIS/Peoplesoft as one initial, we will use their middle name for their e-mail address. For example, the student whose name is stored in SIS/Peoplesoft as R. Todd Baldwin will have an e-mail address of Todd_Baldwin@student.uml.edu.