

Departmental and Special Purpose UM IT Accounts

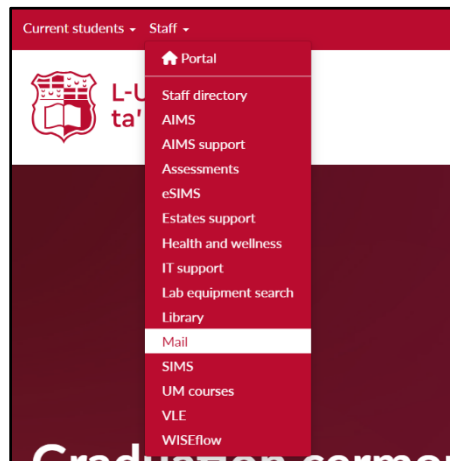
Staff can [register for a Departmental or Special Purpose UM IT Account](#) in order to get a University email address for their Department (i.e. FICSD, Committees etc.) or for other University-related purposes (such as for events or projects).

Departmental and Special Purpose UM IT Accounts are not accessed via the standard username and password that is provided for Staff accounts. Instead, these accounts are **delegated** to the staff members indicated in the form that is completed when applying for such accounts. These staff will then be able to access their Departmental or Special Purpose accounts using their Staff account username and password, by following the instructions below.

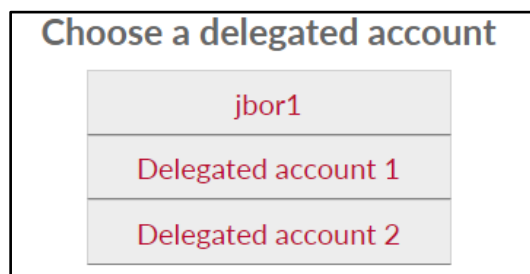
Accessing the account

Follow these instructions to access the Departmental or Special Purpose account:

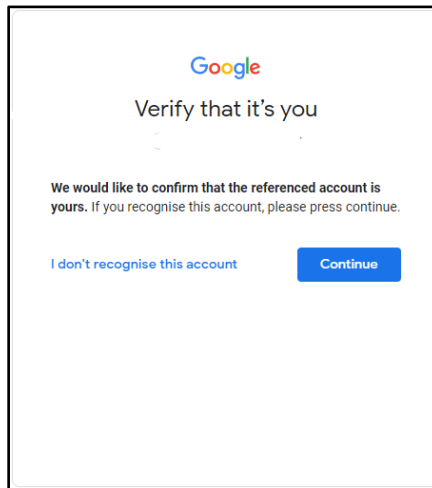
1. Visit the University of Malta webpage (www.um.edu.mt).
2. Select **Mail** from the *Staff* drop-down menu at the upper left-hand corner of the webpage.



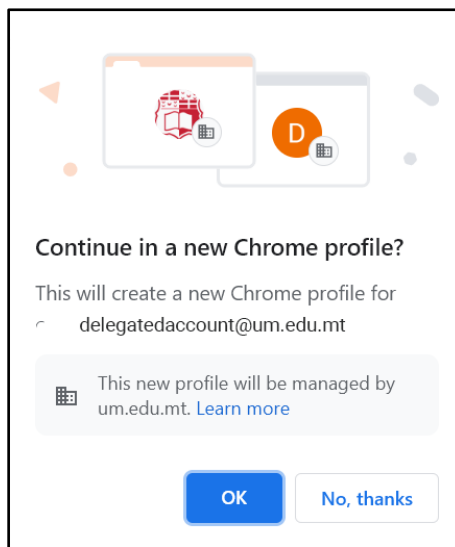
3. Sign in with your Staff UM IT Account (e.g. *jbor1*).
4. The **IT Services Account Delegation** screen will be displayed. Click on your assigned Departmental / Special Purpose UM IT Account username.



5. On the next screen click Verify to confirm that you recognize the account you're trying to access.



6. Click No, Thanks to skip adding a new profile. This way the account will be added as a new account in Gmail (see **Switching between different UM IT Accounts** on how to switch see different account in Gmail.).



7. The Departmental / Special Purpose UM IT Account's Gmail mailbox will load. The top-right corner will display the initial/s of the account.



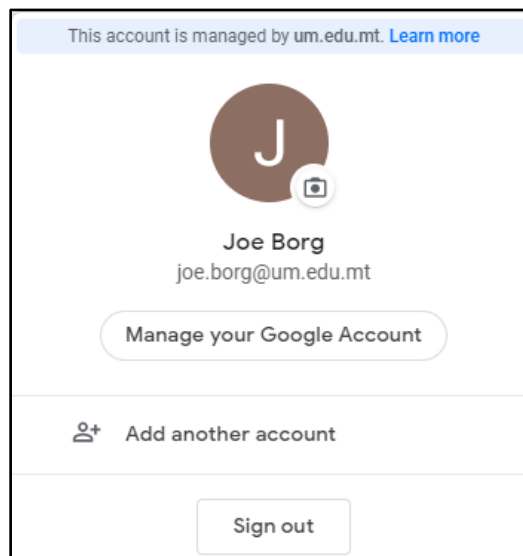
Switching between different UM IT Accounts

If you need to switch between your Staff UM IT Account and a Departmental / Special Purpose UM IT Account (or multiples of these), you do not need to sign out and sign back in with the different account. Instead, follow these instructions to switch between one account and another:

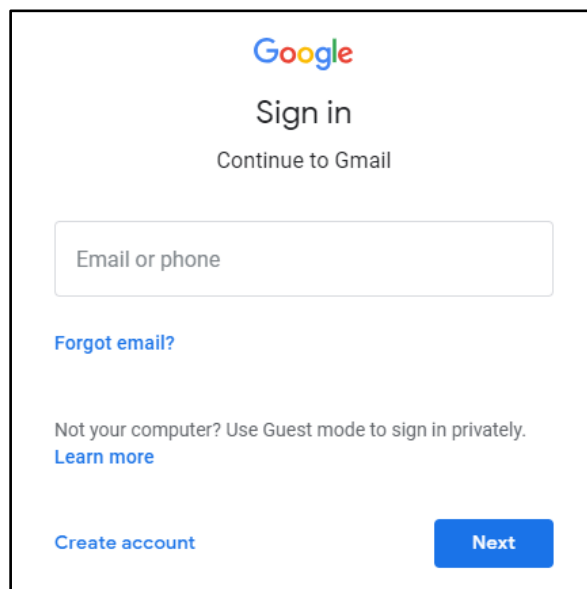
1. Access one of your account's Gmail mailbox (for example, your Staff UM IT Account's). The top-right corner will display your initial or your profile picture.



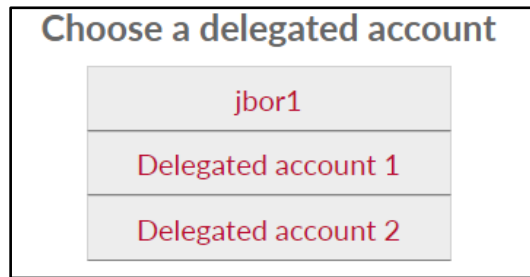
2. Click the UM logo to expand the window (as shown below).



3. Click **Add another account**.
4. A new browser tab will open, showing the Google sign-in screen. Enter the email address of the account you wish to access in the field (e.g. *itservices@um.edu.mt*) and click **Next**.



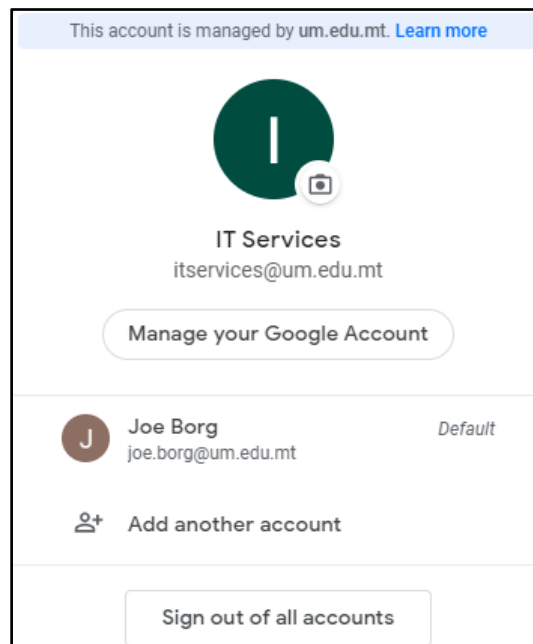
- The **IT Services Account Delegation** screen will be displayed. Click on the UM IT Account username that corresponds to the account you wish to access.



- The UM IT Account's Gmail mailbox will load. The top-right corner will display the initial/s of the account.



- To switch back to the previous UM IT Account's mailbox, you may click the UM logo to expand the window, and click on the other account's email address (e.g. *joe.borg@um.edu.mt*).



You can now switch back and forth between the two UM IT Accounts' mailboxes by selecting between the two different Gmail tabs in your browser window. Alternatively, you can repeat **step 7** to switch between the two mailboxes.

To add more UM IT Accounts, repeat **steps 2-6** and select different UM IT Account usernames from the **IT Services Account Delegation** screen.