



How do I Create a Calmail Account?

To create a Calmail email account you need to be affiliated to the university in some way. All Faculty, staff and students can obtain a calmail account. In addition to this, visiting faculty and scholars can also obtain a Calmail account. For more information on eligibility, please go to the following website:

<https://kb.berkeley.edu/jivekb/entry.jspa?externalID=1385> The account can be easily created online, but you first need to have a Calnet ID. If you have any of the above mentioned affiliations you should automatically get a Calnet ID, usually this is your employee number, or your student ID number. Visiting faculty or scholars must request a Calnet ID through their sponsoring department. For more information on Calnet IDs, please check the Calnet website: <https://calnet.berkeley.edu/>

Step	Procedure
1	Once you have a Calnet ID, it is very simple to create a Calmail email account online. To start with this process, please go to the website: http://calmail.berkeley.edu and click on the Create Account link on the left hand side.

IST: CalMail - Windows Internet Explorer
 https://calmail.berkeley.edu/

IST Home > CalMail Home

CalMail

Quick Links

- **Create Account**
- Manage Your Account
- Manage Your Mailing Lists
- Change Password
- Knowledge Base
- Client Settings
- Departmental Domain Email Service
- IT Policy
- IT Security
- System Status
- Non-IST Services

Log In
 To check your CalMail account, please log in below:

Username:

Password:

(Forgot username and/or password?)

Note: If your account is in one of the Departmental Domains on the CalMail system, you must enter your full email address (e.g, username@domain.berkeley.edu).

Knowledge Base Search

Search Knowledge Base:

Step	Procedure
	Once you are at the Create an Account site, read the “Before you Begin” information, then click on the Authenticate button.

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Create an Account

To create a CalMail account or check whether you already have a CalMail account, you will first need to authenticate yourself via CalNet. (If you do not have a UC Berkeley CalNet ID, refer to the [eligibility guidelines](#) for instructions):

Before you begin:

1. The UC Berkeley [Computer Use Policy](#) and the [UC Electronic Communications Policy](#) govern use of all campus computer and network resources, including the use of electronic mail. Before you can create an account, you will need to agree to these policies. Please read them, we will ask for your agreement during the creation process.
2. Do you already have a CalMail account? After you authenticate, you will see a list of any CalMail accounts that you own.
3. [Guidelines for account names and passwords](#): explains rules and restrictions.
4. Additional information:
 - o [Who is eligible for online services?](#)
 - o [How long do CalMail accounts last?](#)
 - o Be prepared to write down or print out the information on the signup pages.

Step	Procedure
3	At the next page enter your Calnet ID and passphrase to Authenticate to the Calmail system.

Please identify yourself with your [CalNet ID](#) to access the following application:

CalMail Account Management

Current CalNet ID:

Passphrase:

The CalNet passphrase is *case sensitive*, so make sure to use correct capitalization when appropriate and that Caps Lock is not set on your keyboard.

After you have been successfully authenticated, your browser will be returned to the above-named application, where you may or may not have access to the application based on your University status or your role as determined by the application. If you are having *persistent* problems getting authenticated with your Cal 1 Card Office at calnetid@berkeley.edu.

Step	Procedure
4	<p>If you already have a Calmail account you will see the name of the account at the next page. If you don't, fill out the necessary information to create a new account.</p> <p>Your new account must be between 2 and 50 characters and it should give some indication of who you are. You must choose your account name wisely for this will your account name for the duration of your affiliation with UC Berkeley— although you are allowed to change it once, but only with information on your official UC records. For more information on account names and passwords, please see the guidelines found here: https://kb.berkeley.edu/jivekb/entry.jspa?externalID=1395</p> <p>You can have only one Calmail email account. Once you have one you will see a message like the one below with information about your account if you try to create a new one.</p>



The screenshot displays the UC Berkeley IST CalMail account management interface. At the top, there is a navigation bar with links for 'Skip to main content', 'Contact IST', and 'Search'. Below this, the IST logo and 'UC BERKELEY' are visible. The breadcrumb trail reads 'IST Home > CalMail Home > Create Account'. The main heading is 'Create a CalMail Account'. On the left, a 'Quick Links' sidebar contains a list of services: CalMail Home, Manage Your Account, Manage Your Mailing Lists, Change Password, Create Account, Knowledge Base, Departmental Domain Email Service, IT Policy, IT Security, System Status, and Non-IST Services. The main content area states: 'You currently have these accounts: oski_sam@berkeley.edu. You created it on 1995-10-07 18:00:00. This account is currently active. You are not currently eligible for a CalMail account. Please contact User and Account Services for more information.'

Step	Procedure
5	<p>If there are any problems creating your Calmail account, please contact the campus User and Account Services department at 510-642-7355, or email them at accounts@berkeley.edu The User and Account Services office hours are Monday – Friday, 10am to 4pm. There is no walk-in service.</p>