

## How To Forward Waitlist Notification Emails as a Text Message

You can set up your @alaska.edu email account to forward waitlist notification emails to your cell phone as a text message. Your @alaska.edu account must be your preferred email address in [UAOnline](#) because that is where waitlist notifications are automatically sent. If your preferred email is set to a non @alaska.edu account, this option is not available to you.

**Disclaimer:** *Students are responsible for setting up this optional feature. The Office of the Registrar and IT Services are unable to assist with set up or troubleshoot issues. Text messaging and data rates may apply and are the student's responsibility.*

On a desktop computer, log into your @alaska.edu email account [here](#). Select the "Settings" option from the gear icon (upper right corner of page), then select the "Forwarding and POP/IMAP" tab within Settings.

1. In the "Forwarding" block near the top, select "Add a Forwarding Address."
2. Enter your 10-digit cell number with no dashes and the "email to text" format followed by your cell provider (see list at bottom for the formats used by common providers). Example: [XXXXXXXXXX@mms.gci.net](#)
3. Click "Proceed" and Gmail will send a confirmation text to your phone including a code. Enter the confirmation code you are sent via text in the "Confirmation Code" box and click "Verify."
4. The "Forwarding" block will show "Disable Forwarding" selected. Leave this option as-is and click the link "...creating a filter."
5. In the pop-up box, type Waitlist Notification in the subject box, leaving all other boxes empty.
6. Select "Create a filter with this Search" in the bottom right corner.
7. In the next box, select "Forward it to:" and select your cell email-to-text address from the choices in the drop-down menu.
8. Click "Create a Filter."
9. On the "Forward and POP/IMAP" main tab, leave the "Disable Forwarding" selected. If you change it to "Forward a copy of incoming mail," then all of the email sent to your @alaska.edu email address will be forwarded to you as a text message.

On the "Filters" tab you can confirm or modify the filter you created. You can test this filter by having someone email your @alaska.edu address with the subject line Waitlist Notification.

**Please remember that this only serves as a method of notification that there is a spot in the class for you. You will still need to log into [UAOnline](#) to register for the class after receiving the notification.**

Here is a list of common cell phone providers (subject to change without notice). If your provider is not listed or you want to verify the email to text extensions, please contact your provider.

GCI: @mms.gci.net

Verizon: @vtext.com

TMobile: @tmomail.net

AT&T: @txt.att.net

### To Disable Waitlist Notifications by text:

1. On a desktop computer, log into your @alaska.edu email account [here](#). Select the "Settings" option from the gear icon (upper right corner of page), then select the "Forwarding and POP/IMAP" tab within the Settings.
2. In the "Forwarding" block near the top, select "Remove Address" next to the forwarded email.
3. Confirm forward address removal by selecting "OK".