

Claim your Macaulay Email

- Your Macaulay email is ready at **mail.macaulay.cuny.edu**
- Your **email address** is FirstName.LastName@macaulay.cuny.edu
- Your **password** is your EMPLID, but you will be prompted to change it at your first login
- When you login, be sure to **set up a recovery email** and phone number
- Spaces and apostrophes have been removed from email addresses, but not hyphens
 - Example: If your name were Jamie Kit Chen-O'Brien, your email would be JamieKit.Chen-OBrien@macaulay.cuny.edu
- Email addresses are not case-sensitive
- Passwords are case-sensitive

If you use a different name than the one on record, we are happy to set up an email address that matches. Instead of claiming your account, email tlchelp@macaulay.cuny.edu with your EMPLID and the name you use. Please allow 24 hours for your new email to be set up.

To get help with claiming your email, getting free software from CUNY, setting up your Macaulay eportfolio account, and more, join the Macaulay Teaching & Learning Collaboratory for our GRWMacaulay Workshops August 22-25. We also offer one-on-one support that is bookable online. We have workshops coming up this fall for study skills, time management, project support, and more! Scan the QR Code for information and registration.

