

Email During the PDS

UTmail (Google)

For the past decade, our program has required students to use UTmail for the PDS.

This policy is changing.

Prior to Spring '25

@utexas.edu was required for PDS

Either Google or Microsoft 365

For Spring 2025 only, you may use either university email account for the PDS.

You must set this account as your official university email address.

Spring '25 only

Choose either @utexas.edu or @my.utexas.edu

Microsoft 365

In summer 2025, the university will move to automatic official email addresses for students.

Each student will be assigned an @my.utexas.edu (Microsoft 365) account.

After Spring '25

All UT Austin students will be assigned @my.utexas.edu accounts

<https://microsoft365.utexas.edu/students-and-microsoft-365>

IMPORTANT:

Do not forward PDS email to a personal account. When you communicate about students, you need a FERPA-protected platform.

When on campus, you must use the utexas wifi to access Microsoft 365. UT guest does not work. [More info.](#)

You can keep the UTmail account; the university will assign @my.utexas.edu as official accounts during summer 2025.

Microsoft Copilot is included with your Microsoft 365 account. [More info](#)

Email Dr French if you have questions. She can help! kdfrench@utexas.edu

@my.utexas.edu (Microsoft 365)

@utexas.edu (UTmail Google)

Current students, current and future faculty and staff	Eligibility	Current, future, former students and alumni, current faculty and staff
@austin.utexas.edu email address, with the option to add an @utexas.edu address after mailbox creation	Email Address	@utexas.edu email address
100GB of Email Storage	Email Storage	Up to 5 GB of Email Storage
Outlook	Email	Gmail (UTmail)
OneDrive (2TB), Sharepoint (25TB)	App Storage	Google Drive
Word, Excel, PowerPoint	Documents	Docs, Sheets, Slides
Teams	Chat and Online Meetings	Hangouts
OneNote	Notes	Keep

Manage account [here](#)

Manage account [here](#)