Update Directory Information for Office 365 Email and Calendaring

It is recommended that you take a moment to review your UW Directory contact information and verify its accuracy, as this information will be displayed in the Directory (aka Global Address List) in Office 365 Email and Calendaring.

Access Identity.UW
1. Log into identity.uw.edu with your UW NetID and password
2. Your current information will be displayed on this page. Look over it to confirm its accuracy

Preferred Name
You may choose to edit your preferred name. This will be used in place of your legal name, wherever possible.

Employee Information
Employee Information may be updated through Workday. Note that some information can only be changed by HR. See the following video for guidance on updating your information in Workday: https://isc.uw.edu/video-library/workday-101-videos/updating-personal-information-video

Manage your UW Directory listing
This section allows you to choose what information is displayed in the UW Directory. Ensure "Manage your UW Directory Listing" is set to "Publish your information in the UW Directory," otherwise others within the organization will have trouble finding you in Office 365.