

Format of Outgoing e-mail Address and How to Change it

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Metropolia e-mail address is formed automatically by the source system fields.

Source systems are Student register for students and HR for staff.

Address is formed by nick- and lastname fields from Student register and HR, like firstname.lastname@metropolia.fi

You can check your exact e-mail address at <https://amme.metropolia.fi>

Change Instructions can be found [here](#).

Namesake issues

If the firstname.lastname email address is already in use, we will use the middle name's first letter (X). If the person does not have a middle name, a number will be added in the end (N):

- firstname.X.lastname (at) metropolia.fi
- firstname.lastname.N (at) metropolia.fi

In rare cases, where a new staff member's email address is already in use by a student, then both addresses are changed according to the namesake rules. The previously unique firstname.lastname (at) metropolia.fi address becomes unavailable.

If someone receives another's mail due to namesake issues, he/she must act according to [Regulations for Handling Email](#) paragraph 3.4

3.4 Handling of Email Arriving at an Incorrect Address

If a user receives an email message intended for another person, the receiver must inform the original sender of the unsuccessful delivery, and delete the arrived message. The user has obligation of secrecy and non-exploitation considering both the contents of the message and its existence.

The duties of sending and returning do not apply to malware messages or spam.

[Lähtevän sähköpostiosoitteen muodostaminen ja muuttaminen](#)