Update your name in the email address book

Start by going to this web site: https://www2.vanderbilt.edu/vunet/modify.html

To get this page

Once logged in you will get a screen like below.
Under VUdirectory, in the first set of blocks enter how you want your first and/or middle name listed in the directory for email. Notice you can only make changes to your first and middle names, not your last name.

If your screen doesn’t have these blocks then you may have to place a check mark in the box telling the system to publish your directory information. If this is the case, then place the check mark by clicking on the box requesting that your name be published. Then scroll down to the bottom of the page, enter your VUNetID and Password and click on Submit Changes. Wait a few minutes and repeat the above steps again to adjust your name.

Scroll to the bottom of the page and enter your VUNetID and Password, then click on Submit Changes.
You will then see a screen that shows the changes that were made.

After a few minutes (can be up to 30 mins.) your revised name should appear in the email address book.