Sign in to

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Add/Update/Delete Email Address

You may add, update, or delete a **non-business** or **oncampus** email address.

1. From the View Personal Information Page,

click the button or select the **Email Addresses** hyperlink from the employee tab.

- 2. Email Addresses Page:
 - a. Click the button to add a new email type.
 - b. Click the button to delete an existing email address.
 - c. Updates can be submitted by entering the new email address in the **Email Address** field located next to the Email Type you wish to change.
- Indicate the type of email address you are providing by selecting a type from the Email Type drop-down list.
- 4. Enter the email address in the Email Address
 field. (Note: your business email with always the your csues email, with always the your csues email, and (with the email, and (with the email, and (with the email) address). (Note: your csues email, and (with the email) address). (Note: your csues email, and (with the email). (Note: your csues email, and (with the email). (Note: your csues email, and (with the email). (Note: your csues email). (Note: your csues email). (Note: your business email. (Note: your business email). (Note: your business email). (Note: your business email. (Note: your b