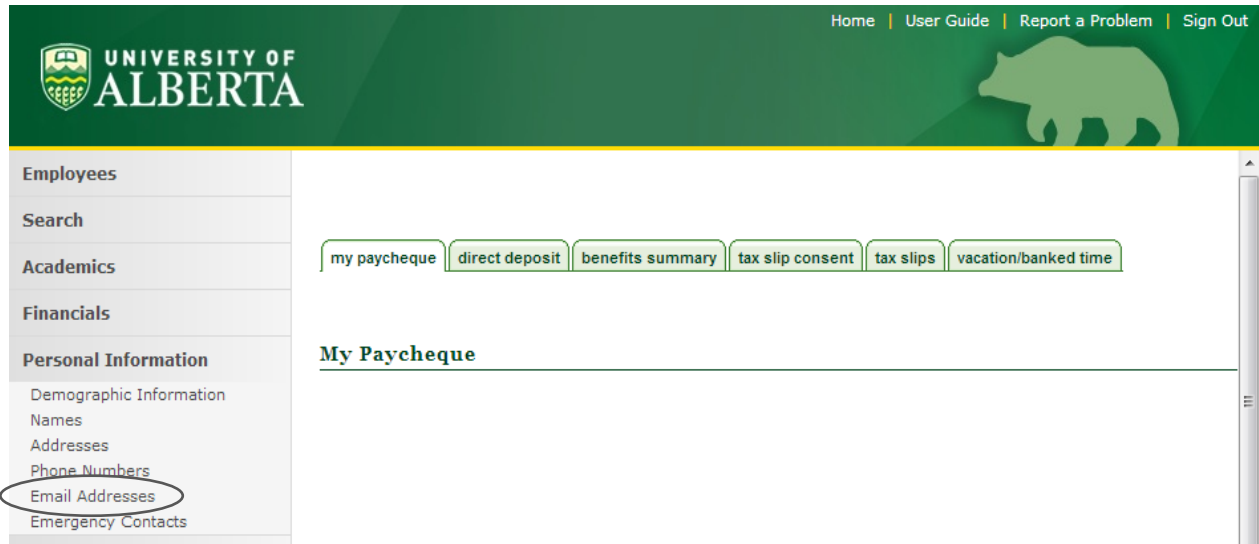


Personal Information – Email Addresses

Human Resource Services (HRS)

With the exception of the 'University Provided' email address, you may edit, add, or delete any email addresses. The email address provided by the university is by default your primary contact address.

1. Click **Personal Information** from the left menu items and select **Email Addresses** from the submenu.



2. To Add an Email Address:

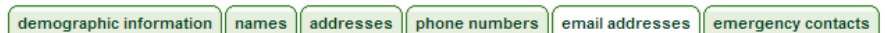
- a. Select **Add an Email Address**.

- b. Indicate the Email type – choose either **Home** or **Work** from the drop down list.

- c. Enter the Email address.

- d. Click the **Save** button to update your record with the new email address.

- e. Use the **delete** button to remove email addresses that you have added.



Email Addresses

Here is a list of your e-mail addresses.

With the exception of the 'University Provided' e-mail address, you may edit, add or delete any e-mail address on this page.

The 'University Provided' e-mail address is assigned by Academic Information and Communication Technologies (AICT). The University uses this e-mail address as the primary contact address for electronic communications. If you require information about this e-mail address, contact [AICT](#) directly.

To add an e-mail address, use the 'Add an Email Address' button. Select the Email Type from the drop down list and enter the address in *name@address.ext* format.

Select the 'Delete' button beside the email address to delete an email address.

Email Type	Email Address	
Home	jennitoe@winavrneqiw.qiw	delete
University Provided	jtij.moqj@ktv.aenditwe.fe	

ADD AN EMAIL ADDRESS

Make sure you save the changes before leaving this page.

SAVE

* Required Field