Add/Update/Delete Email Address

*You may add, update, or delete a **non-business** or **on-campus** 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.