



Self Service - Email Addresses

Introduction This guide provides the procedures for adding an Email Address in Direct Access.

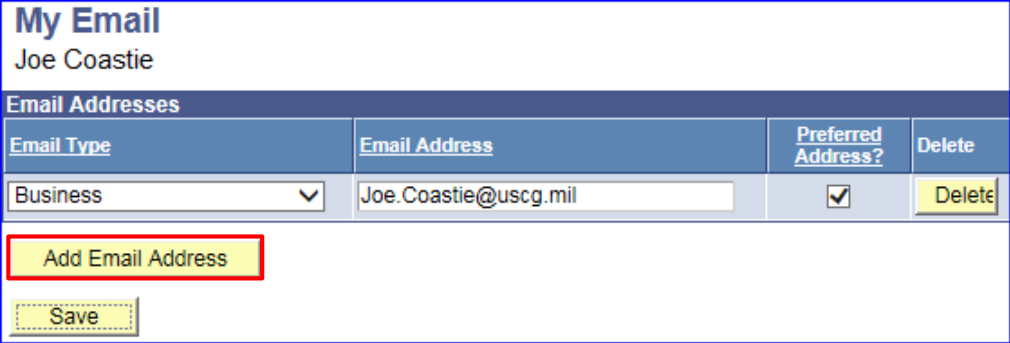
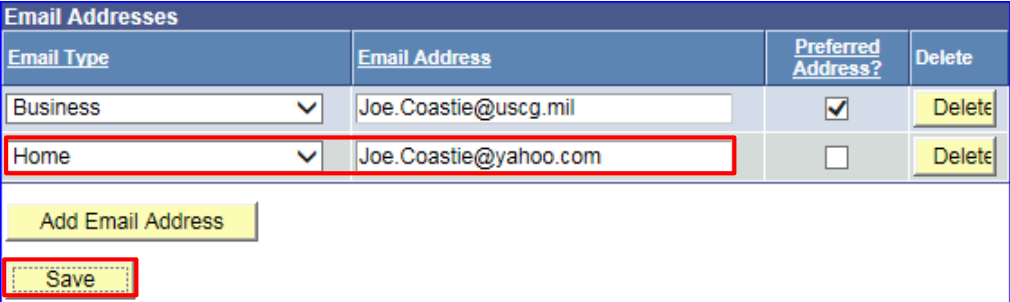
Procedures See below.

Step	Action
<p>1</p>	<p>Select the 9 more... link from the Employee pagelet.</p>  <p>The screenshot shows a window titled "Employee" with a menu structure. Under "Tasks", there are several links including "PCS eResumes", "My Airport Terminal Orders", "Emergency Contacts", "Home and Mailing Address", "Phone Numbers", "Allotments", "Direct Deposit", "Federal & State Tax Elections", "All Duty Report", and "9 More...". The "9 More..." link is highlighted with a red rectangular box.</p>
<p>2</p>	<p>Select the My Email Address link.</p>  <p>The screenshot shows the "CG AD Self Service: Employee" page with a "Tasks" section. It contains a grid of task cards. The "My Email Addresses" card is highlighted with a red rectangular box. Other visible cards include "PCS eResumes", "My Airport Terminal Orders", "Emergency Contacts", "Home and Mailing Address", "Phone Numbers", "Allotments", "Direct Deposit", "Federal & State Tax Elections", "All Duty Report", "Thrift Savings Plan", "Ethnic Groups", "Annual Screening Questionnaire", "My Reserve Orders", "My Assignments Endorsements", "My Member Info", "My eResume", and "My Panel Submissions".</p>

Continued on next page

Self Service - Email Addresses, Continued

Procedures,
continued

Step	Action												
3	<p>The current Email Address(es) will display. To add an Email Address, click on the Add Email Address button.</p>  <p>My Email Joe Coastie</p> <table border="1"> <thead> <tr> <th colspan="4">Email Addresses</th> </tr> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>Joe.Coastie@uscg.mil</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add Email Address</p> <p>Save</p>	Email Addresses				Email Type	Email Address	Preferred Address?	Delete	Business	Joe.Coastie@uscg.mil	<input checked="" type="checkbox"/>	Delete
Email Addresses													
Email Type	Email Address	Preferred Address?	Delete										
Business	Joe.Coastie@uscg.mil	<input checked="" type="checkbox"/>	Delete										
4	<p>Use the drop down to select the Email Type. Then type in the Email Address. When finished, click Save.</p>  <p>Email Addresses</p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>Joe.Coastie@uscg.mil</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>Joe.Coastie@yahoo.com</td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add Email Address</p> <p>Save</p>	Email Type	Email Address	Preferred Address?	Delete	Business	Joe.Coastie@uscg.mil	<input checked="" type="checkbox"/>	Delete	Home	Joe.Coastie@yahoo.com	<input type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete										
Business	Joe.Coastie@uscg.mil	<input checked="" type="checkbox"/>	Delete										
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