Self Service - Email Addresses

Introduction   This guide provides the procedures for adding an Email Address in Direct Access.
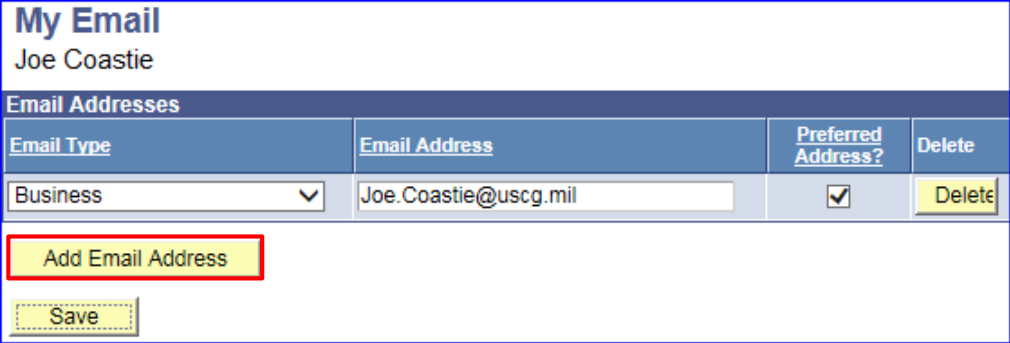
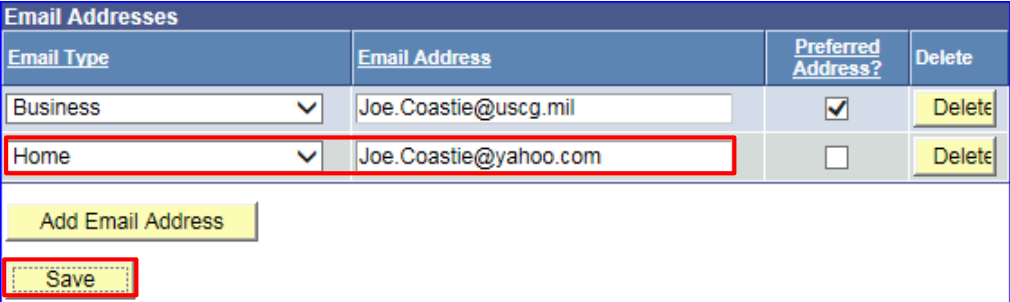**Procedures**   See below.

Step	Action
1	Select the **9 more…** link from the Employee pagelet.
2	Select the **My Email Address** link.

Procedures,
continued

Step	Action
3	The current Email Address(es) will display. To add an Email Address, click on the **Add Email Address** button.
4	Use the drop down to select the **Email Type**. Then type in the **Email Address**. When finished, click **Save**.