



## Maintaining Personal Email Addresses

1.	<p>Click on the “Personal Details” tile</p> 
2.	Click the <b>Contacts Detail</b> link.
3.	In this exercise, you are going to add a new email address. <i>Note:</i> You cannot delete your work email address.
4.	 <p>Click the <b>+</b> plus button under <b>Email</b></p>
5.	Click the <b>Email Type</b> list box. <b>*Email Type</b> <input type="text" value="Other"/>
6.	Click the <b>Other</b> list item. <input type="text" value="Other"/>
7.	Enter the desired information into the <b>Email Address</b> field. Enter a valid value e.g. " <b>fflintstone@gmail.com</b> ".
8.	Click the <b>Save</b> button. <input type="button" value="Save"/>
9.	Your additional email address has been added to the <b>Email Addresses</b> page.
10.	Congratulations! You have successfully updated your email address information. <b>End of Procedure.</b>