Add/Update Email Addresses

Update an Existing Email Address Type

<table>
<thead>
<tr>
<th>Path:</th>
<th>Campus Community &gt; Personal Information (Student) &gt; Biographical (Student) &gt; Addresses/Phones &gt; Electronic Addresses</th>
</tr>
</thead>
</table>

1. On the **Find an Existing Value** page, enter criteria to search for the student.

2. Locate the **Email Type** you wish to update.

3. Update the email address information.

4. Click ![Save](Save.png)

Add a New Email Address Type

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1. On the **Find an Existing Value** page, enter criteria to search for the student.

2. Under **Email Information**, click ![Add](Add.png)

3. From the **Email Type** drop-down list, choose the email type you wish to add.

4. Enter the email address information.

5. Click ![Save](Save.png)