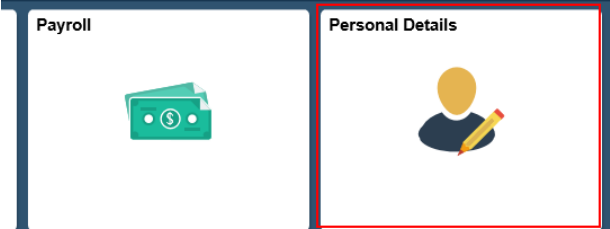
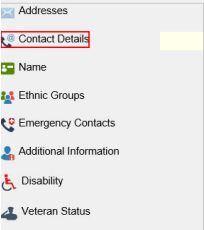
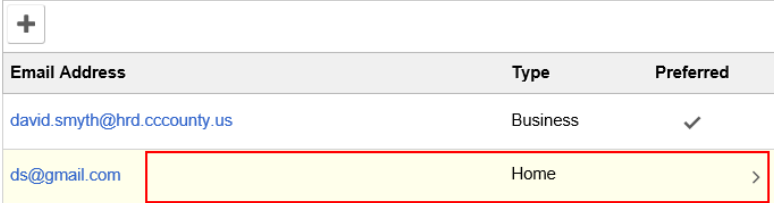
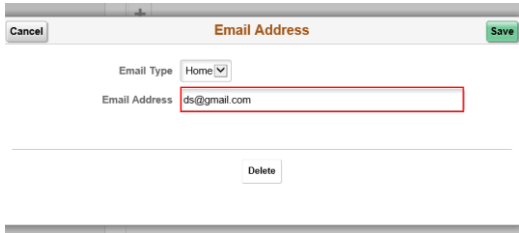
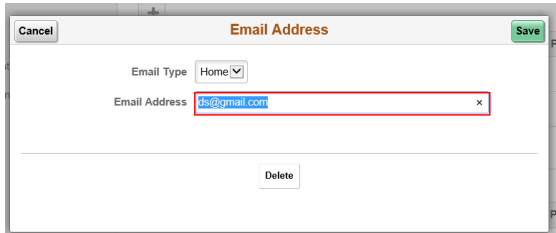
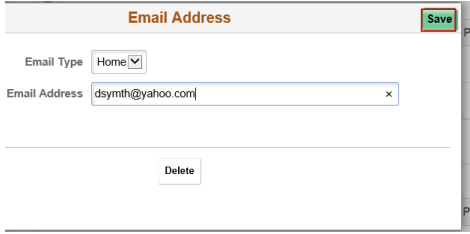




Editing Email Addresses

| Step | Action |
|------|---|
| 1. | <p>Click the Personal Details button.</p>  |
| 2. | <p>Click the Contact Details link.</p>  |
| 3. | <p>The Information panel now displays your contact information: phone numbers and email addresses.</p> <p>You have two email addresses stored in the system: a business email and a home email. Your business email is marked as your preferred email.</p> <p>You cannot edit or delete your business email. It must be your preferred email.</p> <p>You can edit your home email.</p> <p>For this example, you will edit your home email address. You will change it from ds@gmail.com to dsmyth@yahoo.com.</p> |
| 4. | <p>Click the row in the Email grid containing your home email address, ds@gmail.com.</p>  |



| Step | Action |
|------|--|
| 5. | <p>The Email Address dialog page displays.</p> <p>Use the Email Address field to enter your new email address. You do not have to change the type. You can have only two email addresses in the system--one of each type: a business email and a home email.</p> <p>The system will not allow you to add a second home email or to edit or delete your business email.</p> |
| 6. | <p>Click in the Email Address field.</p>  |
| 7. | <p>Enter the desired information into the Email Address field. Enter a valid value e.g. "dsmyth@yahoo.com".</p>  |
| 8. | <p>Click the Save button.</p>  |
| 9. | <p>Notice the system issues a message across the top of the page indicating that you have successfully updated your home email address.</p> <p>Also notice that the email grid now lists the updated address for your home email and that your business email is still your preferred email.</p> |



| Step | Action |
|------|--|
| 10. | <p>Click the My Homepage button.</p>  <p>The screenshot shows a dark blue button with a white left-pointing arrow and the text 'My Homepage'. Below the button is a user profile card for David Smith, who is a Hazardous Material Tech. The profile card includes a placeholder for a profile picture and a green checkmark icon.</p> |
| 11. | <p>End of Procedure.</p> |