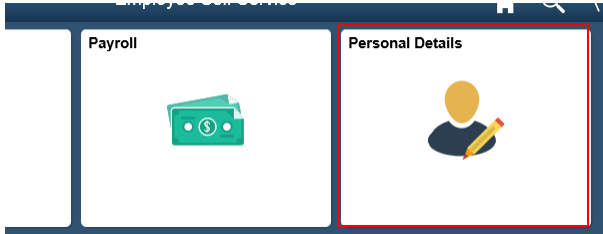
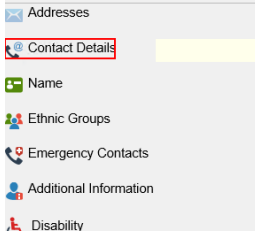
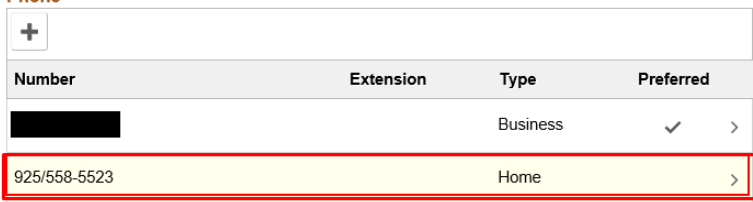
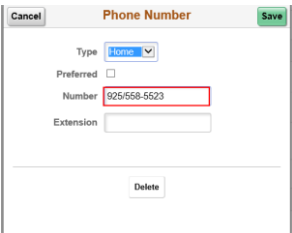
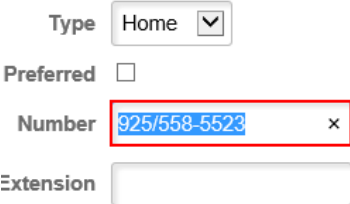
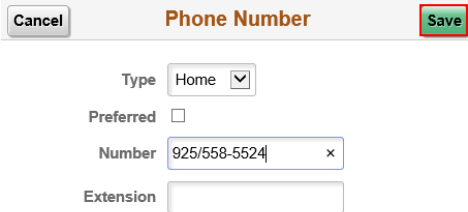
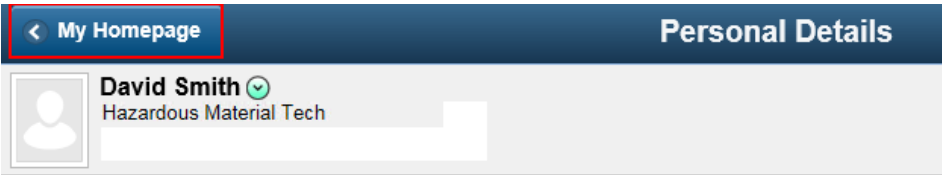




## Editing an Existing Phone Number

Step	Action
1.	<p>Click the <b>Personal Details</b> button.</p> 
2.	<p>Click the <b>Contact Details</b> link.</p> 
3.	<p>The <b>Information</b> panel now displays your contact information: phone numbers and email addresses.</p> <p>You have two phone numbers stored in the system: a business number and a home number. Your business phone is marked as your preferred number.</p> <p>For this example, you will edit your home phone number. Your number as currently listed in the system is incorrect. Your correct home phone number is 925/558-5524 <b>not</b>, as currently listed, 925/558-5523.</p>
4.	<p>Click the row in the <b>Phone</b> grid that displays your current <b>Home</b> phone, 925/558-5523 .</p> 
5.	<p>The <b>Phone Number</b> dialog box page displays. Use the fields on this page to enter your correct home phone number.</p> <p>For this example, you will edit the value in the <b>Number</b> field to change it to your correct home phone. You will not mark this number as your preferred number. Only one phone number can be marked as preferred.</p>



Step	Action
6.	<p>Click in the <b>Number</b> field.</p> 
7.	<p>Enter the desired information into the <b>Number</b> field. Enter a valid value e.g. "<b>925/558-5524</b>".</p> 
8.	<p>Click the <b>Save</b> button.</p> 
9.	<p>Notice the system issues a message across the top of the page indicating that you have successfully updated your home phone.</p> <p>Also notice that the Phone grid now lists the correct number for your home phone and that your business number is still your preferred number.</p>
10.	<p>Click the <b>My Homepage</b> button.</p> 
11.	<p><b>End of Procedure.</b></p>