



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Add an eMail Address

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Contact Details** link in the **Actions** panel on the **Personal Details** page.
3. Click the **Plus (Add Email)** button on the Email grid on the Information panel.
4. Select Home in the **Type** field on the **Email Address** page.
5. Enter your email address in the **Email Address** field.
6. Click the **Save** button.

Note

You can store two eMail addresses in the system: a business email and a home email.

All employees are assigned a business eMail address. You cannot edit or delete this address. It must be your preferred eMail address.

The screenshots illustrate the process of adding an email address in the Oracle PeopleSoft Employee Self Service system. The first screenshot shows the 'Employee Self Service' home page with the 'Personal Details' tile highlighted (1). The second screenshot shows the 'Personal Details' page with the 'Contact Details' link in the 'Actions' panel highlighted (2). The third screenshot shows the 'Contact Details' page with the 'Email' grid and the 'Plus (Add Email)' button highlighted (3). The fourth screenshot shows the 'Email Address' page with the 'Type' field set to 'Home' (4) and the 'Email Address' field highlighted (5). The fifth screenshot shows the 'Email Address' page with the 'Save' button highlighted (6).

Number	Extension	Type	Preferred
555/555-1212		Business	✓
		Home	>

Email Address	Type	Preferred
	Business	✓
	Home	>