Contra Costa County PeopleSoft Training
Employee Self Service
Quick Reference Guide

Delete 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 home eMail address in the **Email** grid on the **Information** panel**.**

4. Click the **Delete** button.

5. Click the **Yes** button on the Delete confirmation page.

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.