



# 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.

The screenshots illustrate the process of deleting an email address in the Oracle Employee Self Service system. The first screenshot shows the 'Personal Details' tile (1) on the home page. The second screenshot shows the 'Contact Details' link (2) in the left sidebar. The third screenshot shows the 'Email' grid with the home email address (3) selected. The fourth screenshot shows the 'Delete' button (4) in the 'Email Address' dialog. The fifth screenshot shows the 'Yes' button (5) in the confirmation dialog.

**Oracle Employee Self Service - Personal Details**

**Contact Details**

Number	Extension	Type	Preferred
[Redacted]		Business	✓
925/558-5523		Home	

**Email**

Email Address	Type	Preferred
david.smith@hrc.cccounty.us	Business	✓
dsmyth@yahoo.com	Home	

**Email Address Dialog**

Email Type: Home  
Email Address: dsmyth@yahoo.com

**Delete Confirmation Dialog**

Are you sure you want to delete "Home" email address?

Yes No

### 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.