Sign in to

1. Open your internet browser

*You may add, update, or delete a **non-business** or **on-campus** email address.*

1. From the **View Personal Information Page**,

   click the   button or
   select the **Email Addresses** hyperlink from the
   employee tab.
2. Email Addresses Page:
   a. Click the
      button to add a new email type.
   b. Click the   button to delete an
      existing email address.
   c. Updates can be submitted by entering the
      new email address in the **Email Address**
      field located next to the Email Type you
      wish to change.
3. Indicate the type of email address you are
   providing by selecting a type from **the Email
   Type** drop-down list.
4. Enter the email address in the **Email Address**
   field. (*Note: your business email will always be
   your **CSUEB** email, and*