

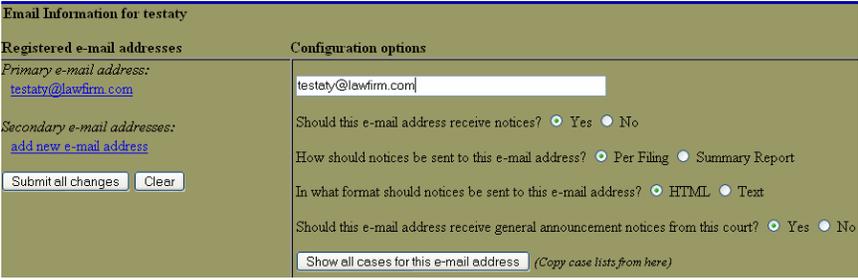
Changing Your E-Mail Address

Introduction

This tip sheet gives you step-by-step instructions for changing your e-mail address.

Steps for Changing Your E-mail Address

To change your e-mail address, take the following steps:

Step	Action
1	Click <i>Utilities</i> on the blue menu bar.
2	Click <i>Maintain Your Email</i> link.
3	Click the <i>E-Mail Information</i> button.
4	<p>Click on your e-mail address on the left of the screen.</p>  <p>Note: Configuration options and a white box with your e-mail address will appear on the right side of the screen.</p>
5	<p>Remove your old e-mail address and add your new e-mail address in the white box on the right of the screen containing your old e-mail address in any of the following manners:</p> <ul style="list-style-type: none"> • Highlighting your old address and then typing in your new address, • Highlighting your old address, deleting the old address, and then typing in your new address, or • Deleting your old address and then typing in your new address.
6	<p>Click the <i>Submit all changes</i> button on the left of the screen.</p> <p>Note: You may need to click additional <i>Submit</i> buttons to apply this change to all of your cases.</p>