

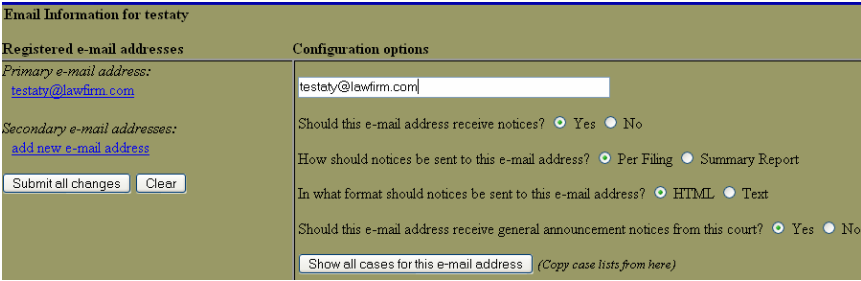
Changing Your E-Mail Address

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>