



### Maintaining Student E-Mail Addresses

#### Description

Several types of e-mail addresses can be stored in a student's bio-demo data. This Guide covers how to add or update an e-mail address. E-mail address types used by the UMS are: **Business** (UMS official e-mail address), **Campus** (for example, First Class at UM, Polaris at UMPI), **Home** and **Other** (any e-mail addresses the student wants to store). All official e-mail will be sent to the **Business** address, including communications assigned automatically to an applicant.

The applicant or student must activate his/her account before the **Business** e-mail address can be used. If the student or applicant does not want to check the Business e-mail account, he/she must forward that account to some other e-mail address that will be checked. Failure to do so may cause the person to miss important e-mail.

For more detailed coverage of this subject, see the Business Process: **CC010 Electronic Addresses**.

#### Navigation

**Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Electronic Addresses**



## E-Mail Address

*QG / Quick Guide*

### Step 1: Search for the person.

Some fields may be populated based on your User Defaults.

Enter criteria and click

Search

#### Electronic Addresses

Enter any information you have and click Search. Leave fields blank for a list of a

**Find an Existing Value**

ID:

Academic Career:


National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

### F Y I

**Campus ID** is currently not used.



## ▶ E-Mail Address

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### Step 2: The Electronic Addresses Page

In our example to the right, Charlotte has the Business e-mail address stored.

E-mail addresses are not effective dated, so to change an address, simply edit it and save.

To add a new type of e-mail address, click

Add

The **URL Information** area is not used.

### Electronic Addresses

Charlotte Czerny

0539777

#### Email Information

*Email Type	*Email Address	Preferred	
Business	sp0539777@maine.edu	<input checked="" type="checkbox"/>	-

Add

#### URL Information

*Type	*URL Address	
		-

Add

Save

Return to Search

Notify




## ▶ E-Mail Address

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### Step 3: Enter New Address and Email Type

Enter the new address. Use the pull-down menu to select the **Email Type**.

To delete an address, click 



**Important:** don't delete the Business e-mail address!

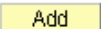
### Step 4: Save

Click 

### Electronic Addresses

Charlotte Czerny 0539777

Email Information			
*Email Type	*Email Address	Preferred	
Business	sp0539777@maine.edu	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	



URL Information			
*Type	*URL Address		
			