

Adding and Updating Email Addresses

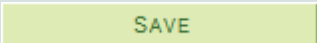
All students have at least one email address – a **Business** address. This is your *@maine.edu* email address, and cannot be edited. The other email address types you may have are **Home**, **Campus** and **Other**. This *Quick Guide* will walk you through the process of updating an existing email address and adding a new email address type.

Note: Are you a student employee? If you are a student employee, you will need to update your information in two places. You must update information on your **Student Center** page as well as on your **Employee Self-Service** page. For more information, please sign on to MaineStreet and navigate to *Employee Self Service > Reference for HR Self-Service*.

Accessing the **Student Email** page:

- 1) In the *Menu*, navigate to **Student Self-Service > Student Center**
- 2) Select **Email Addresses** from the pull-down menu
- 3) Click the **»** button

The screenshot shows the 'Robert's Student Center' interface. A 'Menu' is open on the left, with 'Student Self-Service' selected and 'Student Center' highlighted. A red box and the number '1' indicate this step. Below it, a pull-down menu is open, with 'Email Addresses' selected and a blue box and the number '2' indicating this step. A green arrow and the number '3' point to the right-pointing arrow button next to the 'Email Addresses' menu item. The main content area shows 'Personal Information' with sections for 'Demographic Data', 'Emergency Contact Names', and 'Contact Information'. The 'Contact Information' section includes fields for 'Your Home Address', 'Your Mailing Address', 'Your Home Phone', and 'Your UMS email address'. A legend at the bottom indicates 'Incomplete' (yellow triangle), 'Complete' (green circle), and 'Admitted' (green checkmark).

- 1) Locate the email address which requires updating
- 2) Update the address – simply overwrite the existing address
- 3) Click the  button

You Have Finished Updating an Address

Note: The Preferred check box has no effect on where official University communication is sent.

Official University email communication will be sent to either *Business* - @maine.edu — email address.

UMaine Orono students should check both their *Campus* and *Business* email addresses. UMaine will send campus email to your FirstClass account and you may receive UMS email at your Business email address.

Robert Student Student Center >>

Email Addresses

Below is a list of your email addresses. To add a new address, click Add an Email Address. Each address must have a unique email type, and should be in the form of name@address.txt. Be aware that while you are a student all official university email will be sent to your Business or Campus email address.

Email Type	Email Address	Preferred	
Business	robert.student@maine.edu	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>
Home <input type="checkbox"/>	<input type="text" value="bob@home.com"/>	<input type="checkbox"/>	<input type="button" value="delete"/>

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Robert Student Student Center >>

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Email Type	Email Address	Preferred	
Business	robert.student@maine.edu	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>
Home <input checked="" type="checkbox"/>	<input type="text" value="roberts@myhomeemail.com"/>	<input type="checkbox"/>	<input type="button" value="delete"/>

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- 1) Click the **ADD AN EMAIL ADDRESS** button.
- 2) Select an **Address Type** for the new email address.
- 3) Enter the new email address.
(continued)

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Email Type	Email Address	Preferred	
Business	robert.student@maine.edu	<input checked="" type="checkbox"/>	delete
Home <input type="checkbox"/>	<input type="text" value="roberts@myhomeemail.com"/>	<input type="checkbox"/>	delete

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ADD AN EMAIL ADDRESS

SAVE

You may delete an emergency contact by clicking the **delete** button.

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Email Type	Email Address	Preferred	
Business	robert.student@maine.edu	<input checked="" type="checkbox"/>	delete
Home <input type="checkbox"/>	<input type="text" value="roberts@myhomeemail.com"/>	<input type="checkbox"/>	delete
Other <input type="checkbox"/>	<input type="text" value="bob@otheremail.com"/>	<input type="checkbox"/>	delete

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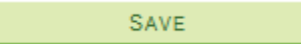
Other

Campus

Home

Other






3

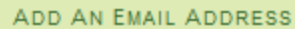
- 4) Click the  button to save the new email address

You Have Finished Adding an Address

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Email Type	Email Address	Preferred	
Business	robert.student@maine.edu	<input checked="" type="checkbox"/>	
Home 	<input type="text" value="roberts@myhomeemail.com"/>	<input type="checkbox"/>	
Other 	<input type="text" value="bob@otheremail.com"/>	<input type="checkbox"/>	






Email Addresses

Save Confirmation

 The Save was successful.

