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

Last Revision Date: 11/30/2006
1) Locate the email address which requires updating

2) Update the address – simply overwrite the existing address

3) Click the **SAVE** 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.
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)

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

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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.

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td><a href="mailto:robert.student@maine.edu">robert.student@maine.edu</a></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td><a href="mailto:roberts@myhomeemail.com">roberts@myhomeemail.com</a></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Other</td>
<td><a href="mailto:bob@otheremail.com">bob@otheremail.com</a></td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>
Adding an Email Address

4) Click the **SAVE** button to save the new email address.

You Have Finished Adding an Address

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<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td><a href="mailto:robert.student@maine.edu">robert.student@maine.edu</a></td>
<td>✔</td>
<td>delete</td>
</tr>
<tr>
<td>Home</td>
<td><a href="mailto:roberts@myhomeemail.com">roberts@myhomeemail.com</a></td>
<td></td>
<td>delete</td>
</tr>
<tr>
<td>Other</td>
<td><a href="mailto:bob@otheremail.com">bob@otheremail.com</a></td>
<td></td>
<td>delete</td>
</tr>
</tbody>
</table>

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**Save Confirmation**

✔ The Save was successful.

![OK button]