

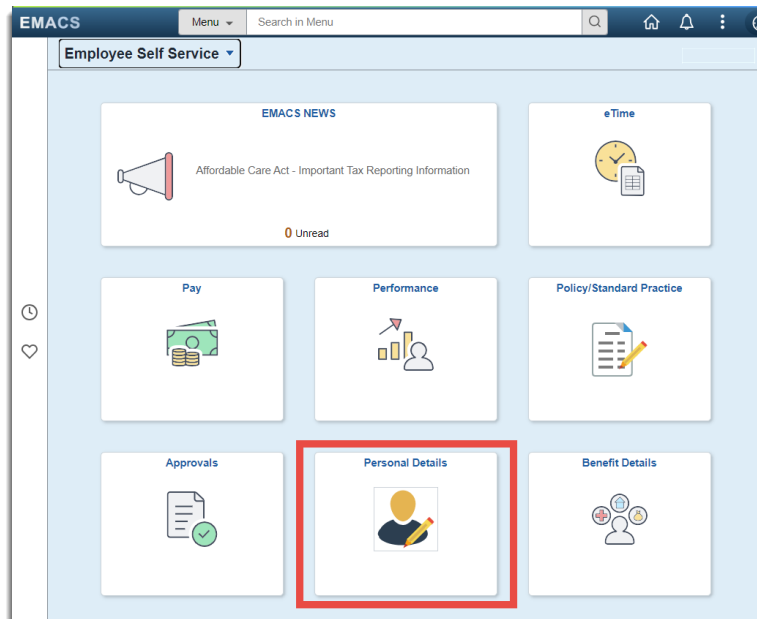
Overview

Employees can maintain an email address in EMACS. EMACS will use the address on file for email communication. Employees can add, update, change or delete their addresses.

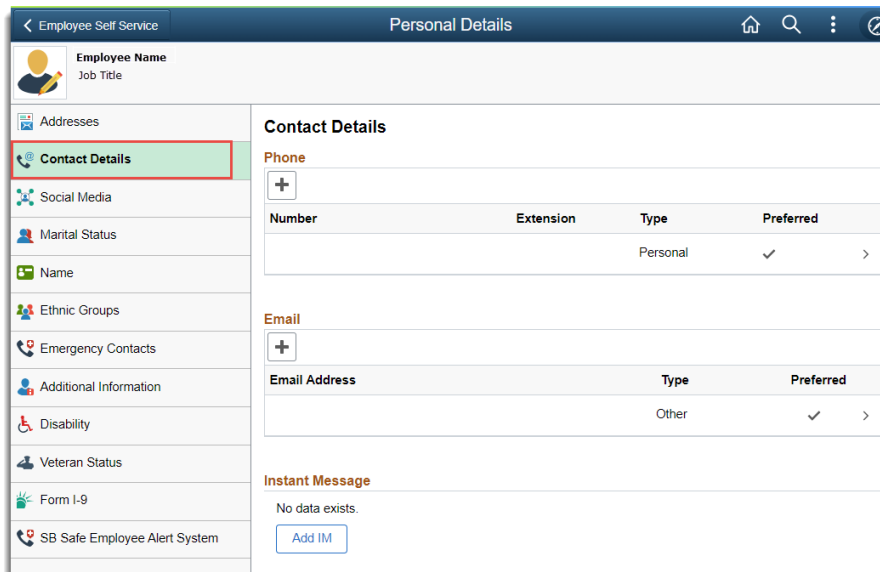
Navigation

Employee Self Service Homepage > Personal Details Tile

Click on the **Personal Details** tile.



On the left hand side menu, you will select **Contact Details**.



If you do not have an email address on file you will want to select Add Email.

Email

No data exists.

If there is an email address on file and would like to make an edit select the arrow (>) to the right.

Email

Email Address	Type	Preferred	
employee@dept.sbcounty.gov	Other	<input checked="" type="checkbox"/>	<input data-bbox="1331 871 1388 919" type="button" value=">"/>

The Email Type will need to be '**Other**'. Type in your email address in the correct format. After updating your email address, click on the '**Save**' button.

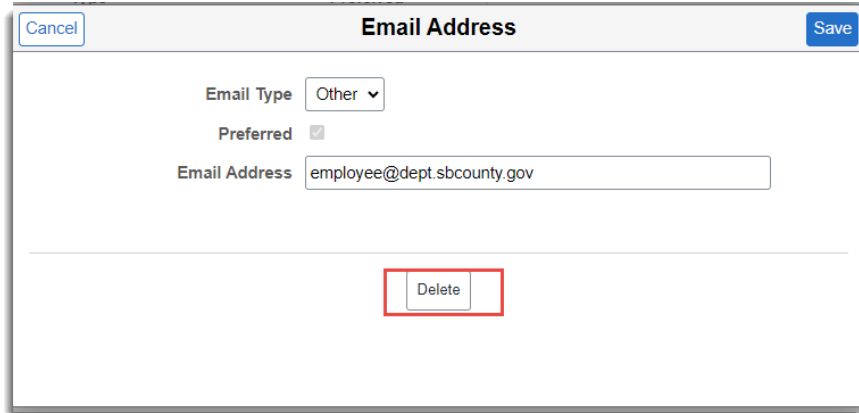
Email Address

*Email Type

Preferred

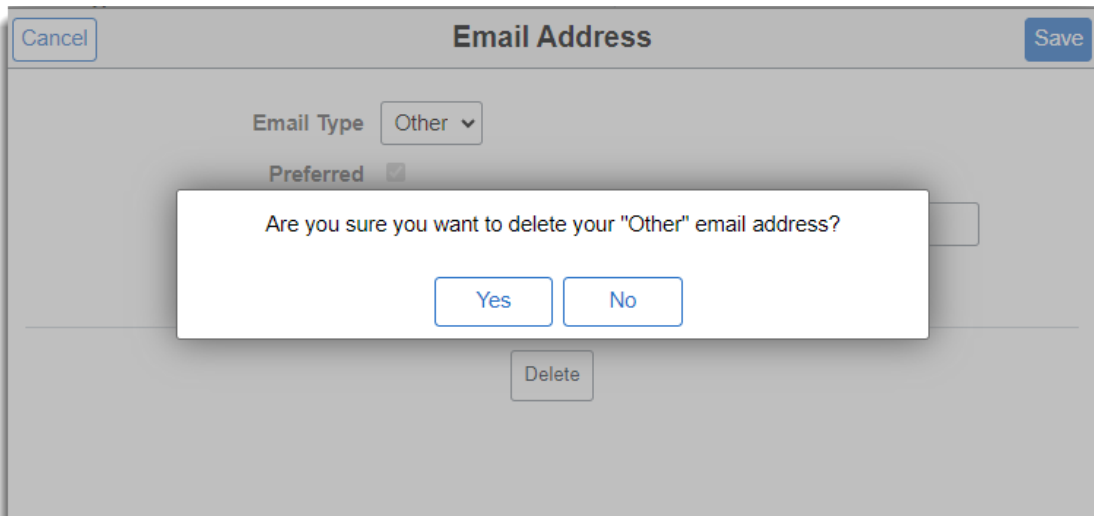
Email Address

Delete your Address - You may delete the existing email address by clicking on the 'Delete' button. After clicking 'Delete', you will be required to confirm your selection.



The screenshot shows a web form titled "Email Address". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains the following fields: "Email Type" with a dropdown menu set to "Other", "Preferred" with a checked checkbox, and "Email Address" with a text input field containing "employee@dept.sbcounty.gov". Below these fields, a "Delete" button is highlighted with a red rectangular border.

Click 'Yes' to delete or 'No' if you change your mind.



The screenshot shows the same "Email Address" form as above, but with a confirmation dialog box overlaid in the center. The dialog box contains the text "Are you sure you want to delete your 'Other' email address?" and two buttons: "Yes" and "No". Below the dialog box, the "Delete" button from the form is visible but appears disabled.

EMACS will use the address you provide for email communication.

After you update your address, EMACS will send you a confirmation email. If you don't receive it within 20 minutes, verify you entered the address correctly and retype as necessary.

If the address is correct but there is still no email confirmation, contact the **ISD Help Desk at (909) 844-4884**