How Do I Add an Additional Email Address?

Navigation

1. Log into OneUSG Connect.

2. From **Employee Self Service**, click the **Personal Details** tile.

3. On the **Personal Details** page, click the **Contact Details** link.

4. Your email(s) is listed below your phone numbers. Your work or business email should be listed and designated as the **Preferred** email address. You are not able to edit or delete your primary **Business** email address.

Add a Personal Email Address

5. To add a personal email address, click the **Plus sign (+)** icon displayed in the **Email** section.

6. Select the **Email Type** from the dropdown.

7. If this is a new work/business email, you can select it as **Preferred** by checking the **Preferred** checkbox. If this is a personal/home email address, do not select this as Preferred.

8. Enter the **Email Address**.

9. Click the **Save** button.

Update an Email Address

10. You can update a **Personal Email Address** if needed. Click the row of the email address you wish to edit (do not click directly on the email link).

11. Update the information on the **Email Address** pop-up and click the **Save** button.

12. To delete a **Personal Email Address**, click the **Delete** button.

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