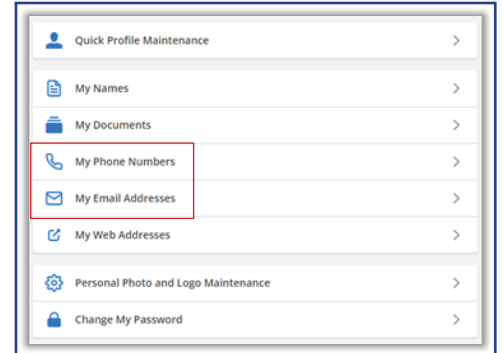


# UPDATE EMAIL & PHONE

The steps to update your email and phone number are the same. Below, we'll guide you through adding a new email.

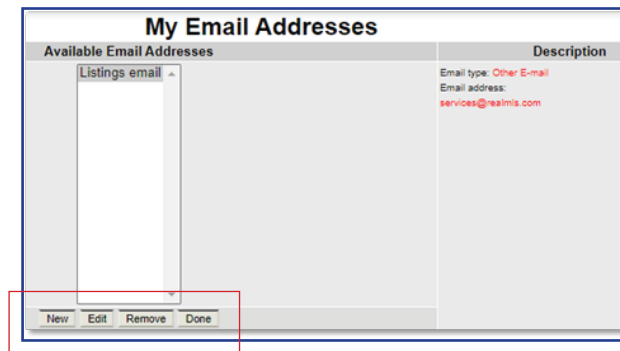
## Step 1

Click on *My Email Addresses* (or *My Phone Numbers* if updating your phone number).



## Step 2

To add a new email address, click *New*. To edit an existing email address, click *Edit*.



## Step 3

Select your email type (default is *Office*), enter a description and input the email address. Designate at least one email as *Primary*, which will be displayed on your profile. Click *Next* to save your changes.

*Note: You can use similar steps to update your phone number. There is no limit on the number of email addresses or phone numbers allowed in profiles.*

