My Personal Profile – Email Addresses

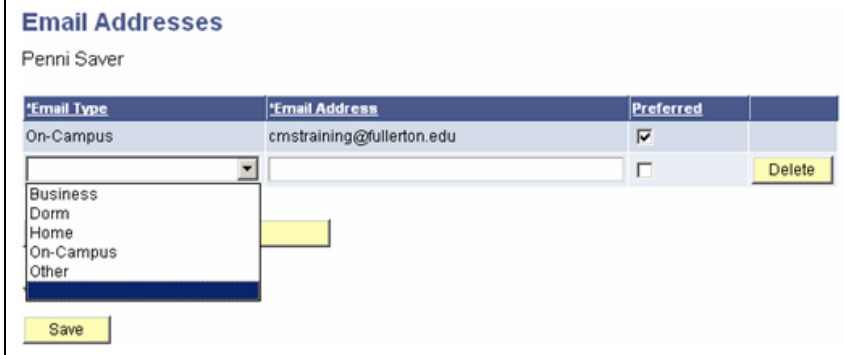
Step 1:
On the **New Titan Online** page, click Email Addresses.

Add an Email Address

Your preferred e-mail address defaults to your On-Campus email. If you would like to add another email address, follow the steps below.

Step 1:
Click Add an Email Address

Step 2:
From the pull-down menu, select an Email Type.



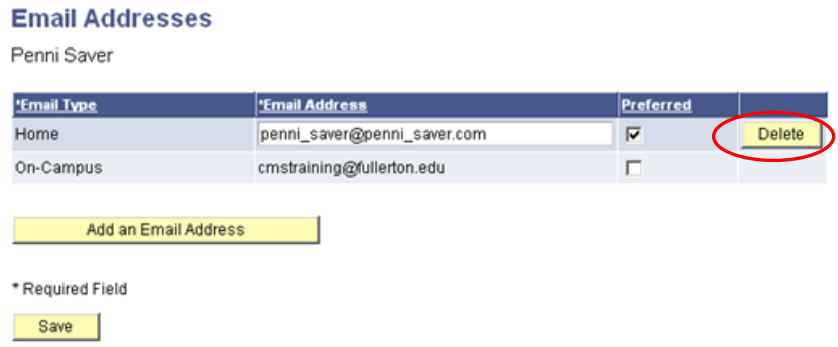
Step 3:
Enter the e-mail address.

You may also change the preferred email address by checking the box next to the new email address.

Step 4:
Click Save

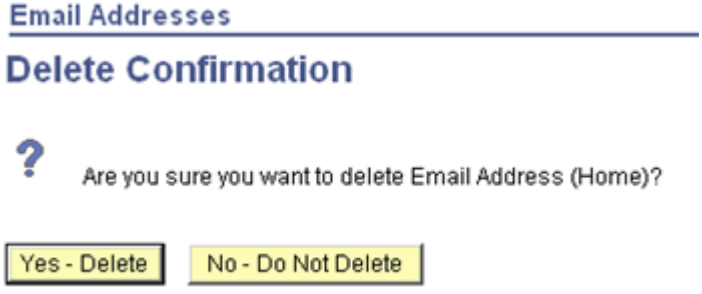
Delete an Email Address

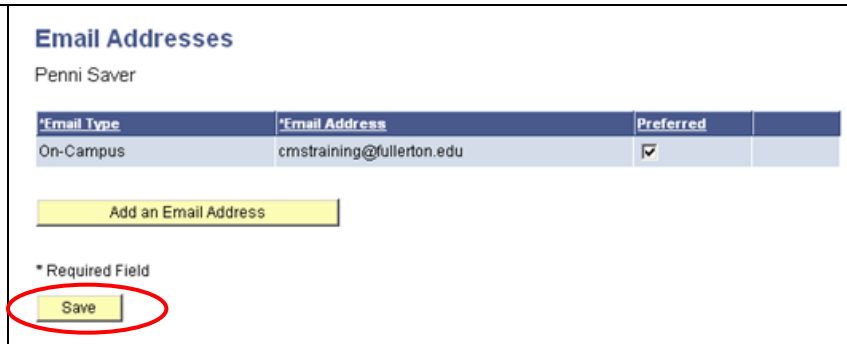
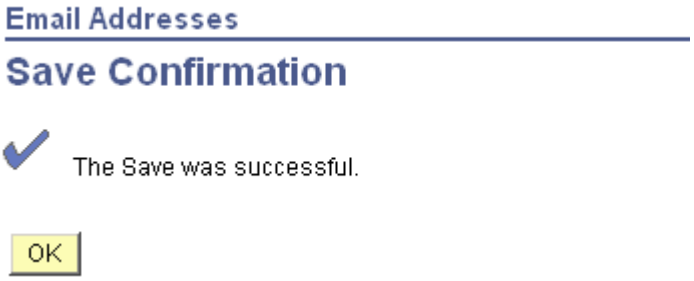
Step 1:
Click Delete next to the email address you would like to delete.



Note: If you are trying to delete an email address checked as "Preferred", you will see this error message. Click "OK" and check the "Preferred" box next to an alternate email address.

Step 2:
Once you click "Delete", confirm you want to delete the email address. Click Yes - Delete.



Step 3: Click Save to update your changes.	
You will receive "The Save was successful" message. Click OK.