Updating Your Personal E-Mail Address

This document contains instructions in the following areas for changing your personal e-mail address:

- Overview
- Updating Your Personal E-Mail Address

workday.

# Changing Your Personal E-Mail Address

Overview

Keeping an up-to-date personal e-mail address will help complete your personal contact information in Workday and will allow Masonic Villages to communicate with you via personal e-mail if the need ever arises. Your personal e-mail address is an object within Workday that you are able to maintain on your own without any approvals from Human Resources.

There are many means to get to where you can edit your e-mail address. Two methods will be shown in these instructions: using the Workday Landing Page and using the Workday Profile Screen.
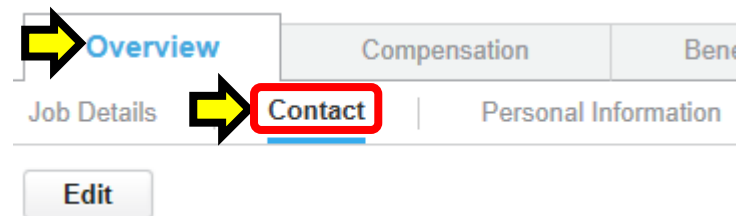
Workday Landing Page
Click the Personal Information Worklet -> Change ->
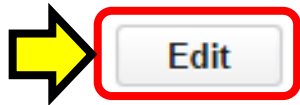Contact Information
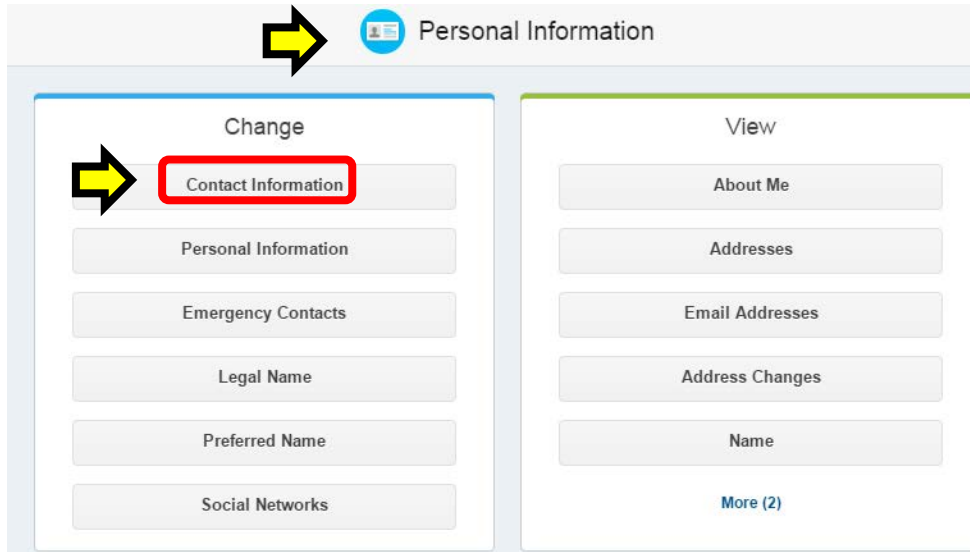
Workday Profile Screen
Select the Overview tab then select the Contact section.

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Changing Your Personal E-Mail Address

1. Once you arrive at the Contact Information screen click Edit to get into edit mode.

Edit

Home Contact Information

2. Scroll down the screen until you locate the Primary e-mail section. Click the Edit icon (✎) to open up the e-mail address field for editing.

Change Contact Information John Worker ...

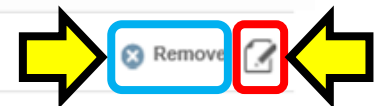Review your contact information and enter any changes or additions.

Home Contact Information

| Primary Address | Address | 789 Main St., Elizabethtown, PA 17022 | Usage | Visibility | Private | ✎ |

| Additional Address | ⊕ |

| Additional Phone | ⊕ |

| Primary Email | Address ★ johnqworker85@gmail.com | ⊗ Remove ✎ |

| Additional Email | ⊕ |

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Tips

If you wish to completely remove a personal e-mail address from your Workday profile click the Remove icon (⊗ Remove) that appears while hovering your mouse over the Edit icon within the Primary Email section. Follow the prompts to complete the removal of the personal e-mail address.

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Changing Your Personal E-Mail Address

3. Make the necessary changes in the Address field then click the Checkmark icon (☑).

Change Contact Information John Worker ...

Review your contact information and enter any changes or additions.

Home Contact Information

Primary Address	Address	789 Main St., Elizabethtown, PA 17022	*Usage*	**Visibility**	Private	

Additional Address ⊕

Additional Phone ⊕

| Primary Email | Address * | johnworker@msn.com ✕ | ⊕ Details | ↺ Undo | ☑ |

Additional Email ⊕

4. Scroll to the bottom of the screen. Enter a comment, if desired, then click Submit to commit the changes to the system.

| enter your comment | **Submit** | Save for Later | Cancel | View Comments (0) Process History Related Links |

5. Click Done on the Process Successfully Completed screen. You're good to go!

✓ Process Successfully Completed

Do Another
Change My Contact Information

⊙ Details and Process

Done