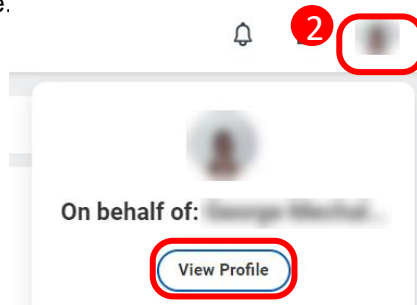


Add An Alternate Personal Email (1 of 2)

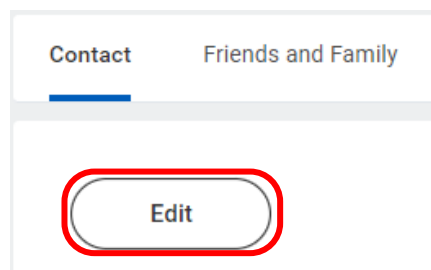
Use this card to understand how to add a second personal email address to your Home Contact data

Find ...

1. Log into [UR Student](#) using your AD Account Name and password
2. Click the **Profile** (picture or cloud) icon at the top right of the screen and click on View Profile to access your student profile.



3. From the Profile page select **Contact** from the left (blue) menu
4. To add a new address, click on the Edit button



Cont. ...

5. From the **Change Home Contact Information** page, scroll down to the Email section and click Add

Email

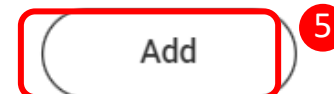
Primary

Yes

Email Address *

Visibility

Private



Add An Alternate Personal Email (2 of 2)



Cont. ...

6. Enter your alternate email address and press Submit

Primary

No added

Email Address * 6

john.smith@gmail.com added

Visibility

Private added

Tip: Please do NOT use a University of Rochester email as your Home Contact Email