

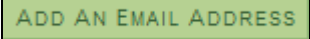

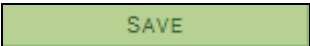



## Add an Email Address

Step	Action
1.	Click the <b>Email Addresses</b> list item. 
2.	Click the <b>Go</b> button. 
3.	Click the <b>Add an Email Address</b> button. 
4.	Select the Email Type you wish to create. In this example select <b>Personal</b> . 
5.	Enter your personal email address in the <b>Email Address</b> field. In this example enter a valid value e.g. " <b>BigMags@g-mail.com</b> ".
6.	Click the <b>Save</b> button. 
7.	Click the <b>OK</b> button. 
8.	<p>Congratulations, you have successfully added an email address.</p> <p>If you were unable to add the email address please contact the Student Services Enquiry Team in the Fraser Building.</p> <p><b>End of Procedure.</b></p>