

## Changing your Preferred Email Address (Faculty/Staff)

This guide outlines how to change 'preferred' email flag in CUNYFirst. (Faculty/Staff only)

Individuals may have multiple email addresses associated with them in CUNYFirst. Navigate will send communications to whichever is marked with the 'preferred' flag.

When making changes please allow 1 day for nightly data feed to update Navigate.

1. Login to [CUNYFirst](#) with your [CUNY Login](#).
2. Select "Human Capital Management". **Not "Campus Solutions"**.



3. Open Self Service > Personal Information > Email Addresses
4. Click "Preferred" tickbox next to address you wish to change. Click Save to finish.

