## 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 <u>CUNYFirst</u> with your <u>CUNY Login</u>.
- 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.

CUNY Integrated Resources & Service	st .		
Favorites Main Menu	Self Service > Personal Information > Em	ail Addresses	
Email Address	es		
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Email Addresses			
*Email Type	Email Address	Preferred	
Business	Provide and the second second		Delete
Home			Delete
Add an Emai	Address		
* Required Field			
Save	2		



