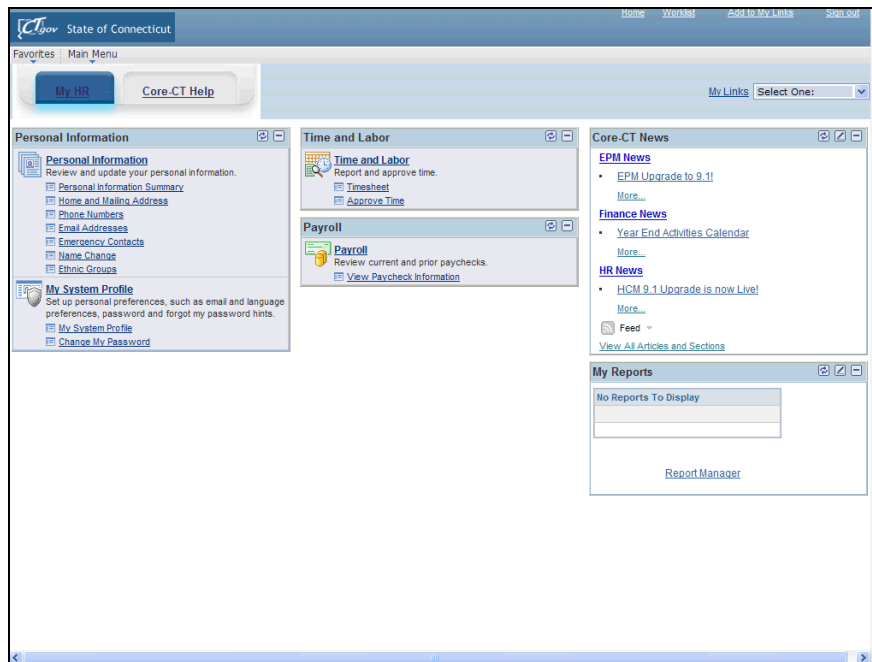# Changing Email Information

Created on 10/25/2012 2:13:00 PM

Table of Contents

Changing Email Information

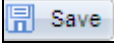The system profile email provides email information for Core-CT generated communication such as name change approvals. Different email types can be added, but only one can be designated as primary.

Procedure

MY HR > My System Profile > Change My Password

Step	Action
1.	Click the **My System Profile** link. My System Profile

Step	Action
2.	The **system profile email** provides email information for Core-CT generated communication such as name change approvals. The **Primary Email Account** will be the account used for communication. Use the business email address as the **primary email account**. **IM Information** is not used.
3.	Click the **Email Type** list.
4.	Click the **Business** list item. Business
5.	Click in the **Email Address** field.
6.	Enter **mymail@doit.ct.gov** into the **Email Address** field.
7.	Workflow/Worklist communications will only be sent to the **primary email account** regardless of email type. Only one **Primary Email Account** can be designated. Click the **Primary Email Account** option.
8.	Click the **Save** button. Save
9.	**End of Procedure.**