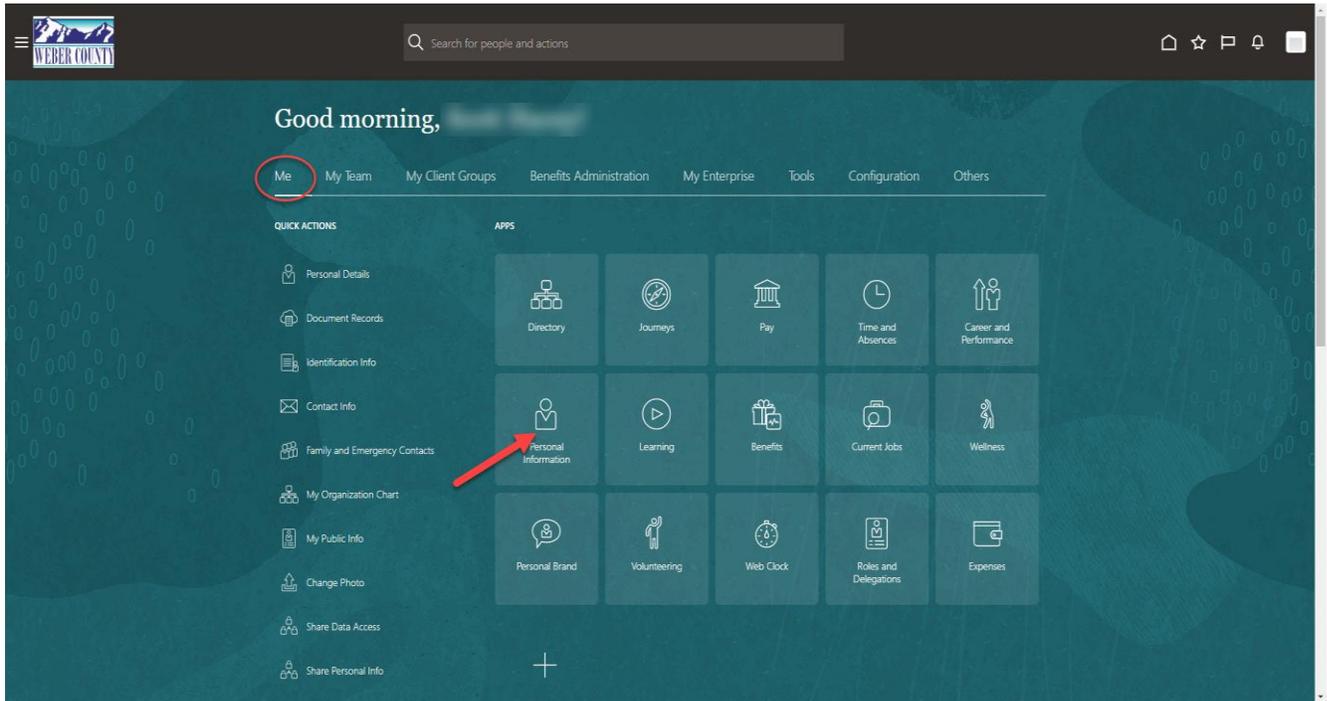
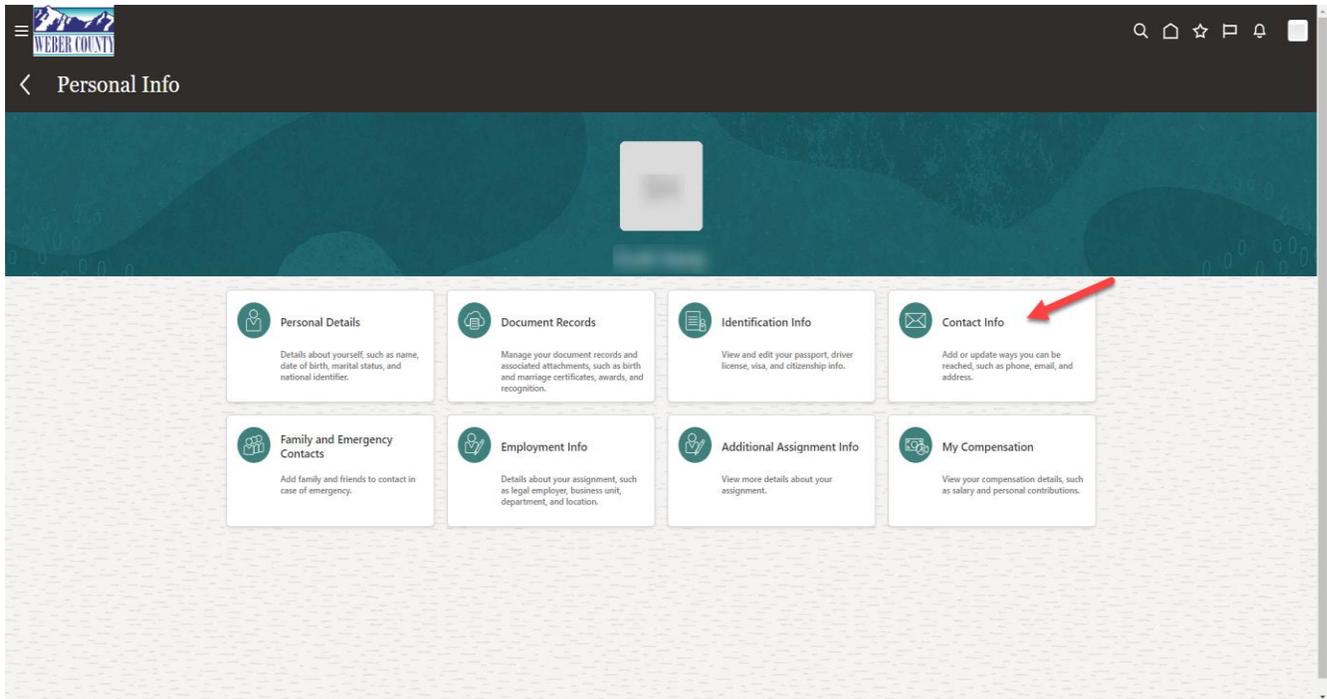


# HOW TO ADD AN EMAIL ADDRESS

1. In the **Me** tab/section click on **Personal Information**

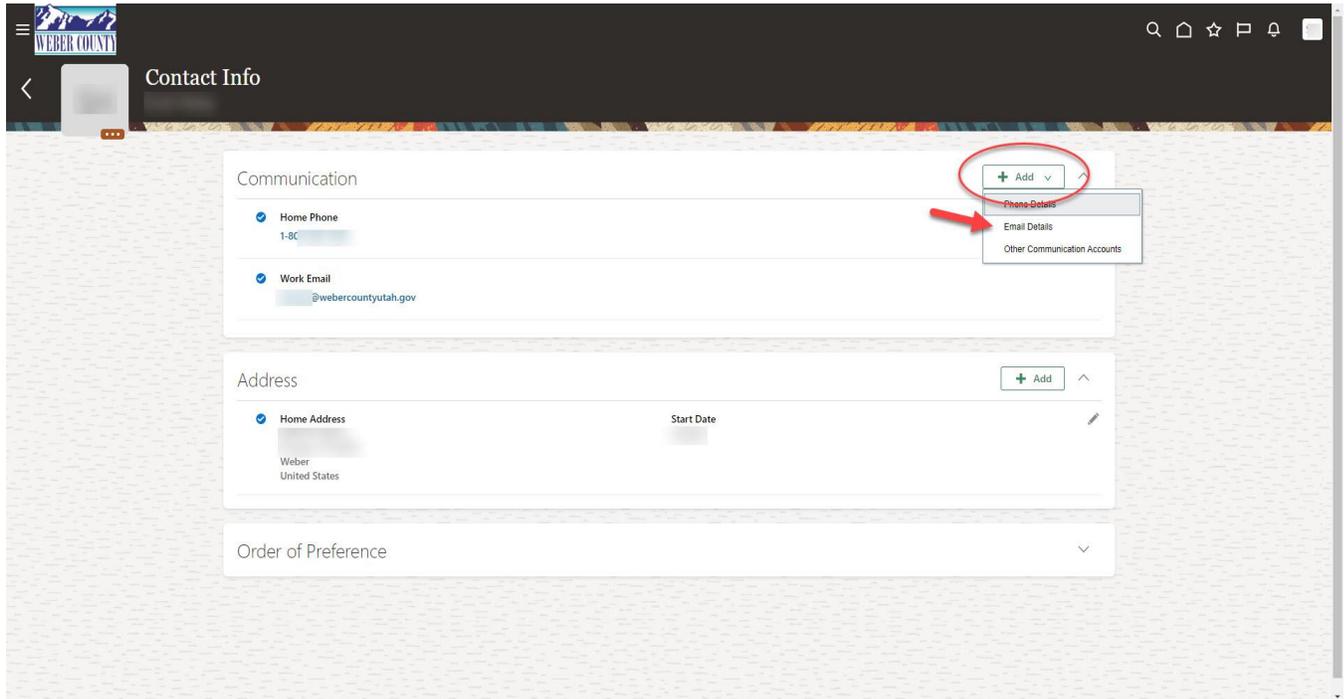


2. Click on the **Contact Info** box



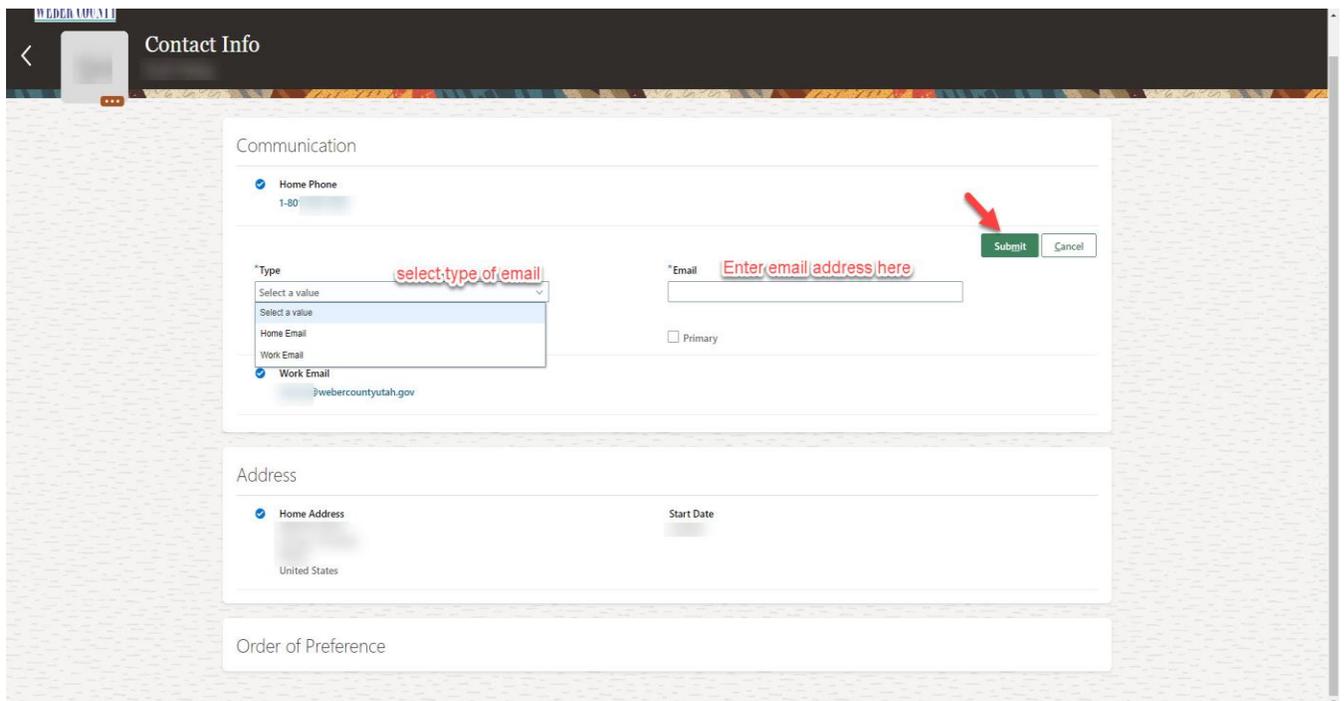
## HOW TO ADD AN EMAIL ADDRESS

3. Click on the **+ Add** icon in the Communication section and select **Email Details**



The screenshot shows the 'Contact Info' page for Weber County. The 'Communication' section is active, displaying 'Home Phone' (1-800) and 'Work Email' (@webercountytah.gov). A red circle highlights the '+ Add' icon, and a red arrow points to the 'Email Details' option in the dropdown menu. Below the Communication section is the 'Address' section with 'Home Address' (Weber, United States) and 'Start Date'. At the bottom is the 'Order of Preference' section.

4. In the Communication section under **Type** select either **Home Email** or **Work Email**. Then in the **Email** section enter the email address. Then click **Submit**.



The screenshot shows the 'Contact Info' page with the 'Communication' section expanded. The 'Type' dropdown menu is open, showing options for 'Home Email' and 'Work Email'. A red arrow points to the 'Submit' button. The 'Email' field contains the text 'Enter email address here'. The 'Work Email' is selected in the list below. The 'Address' and 'Order of Preference' sections are also visible.