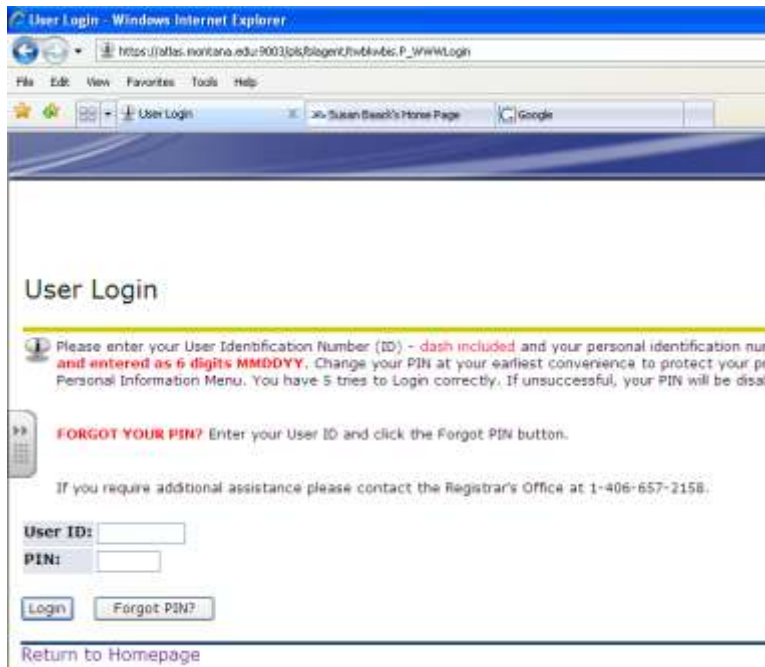
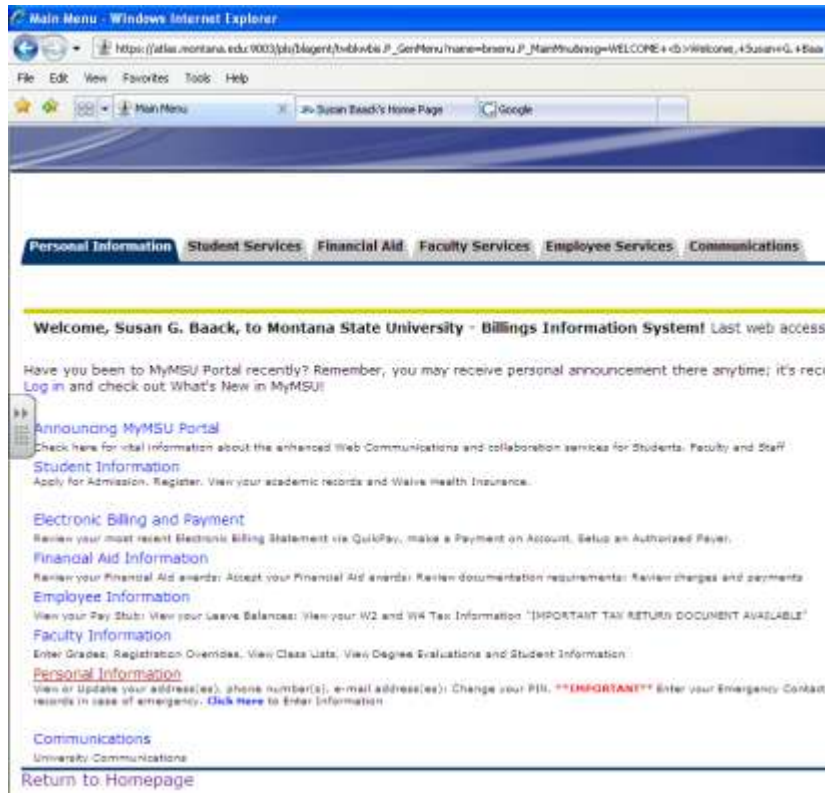


Changing Your Preferred Email

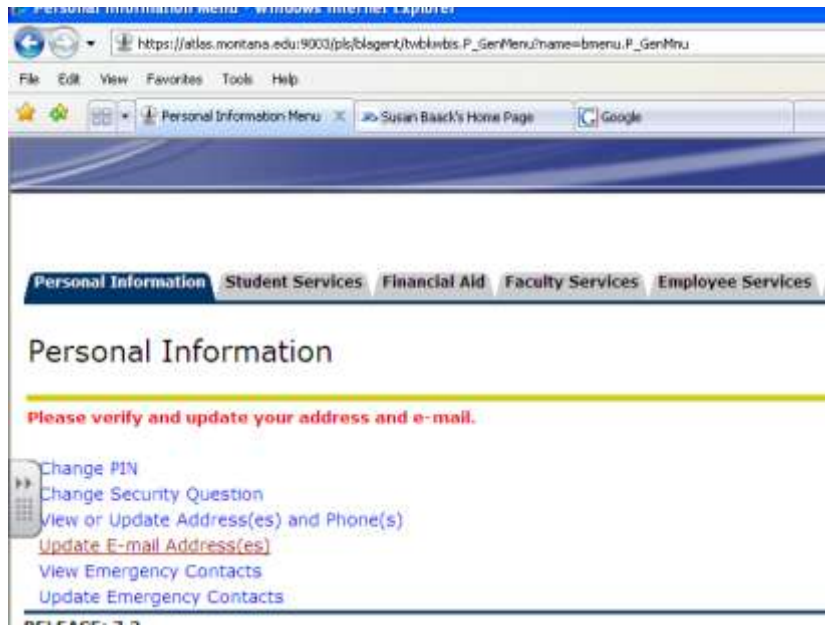


Changing Your Preferred Email



The screenshot shows the 'Main Menu' page in a Windows Internet Explorer browser. The address bar displays the URL: https://atlas.montana.edu:9003/pls/biagent/tvblw/bis.P_GenMenu?name=bmenu.P_MainMenu&pg=WELCOME+<D>Welcome,+Susan+G,+Baa. The browser tabs include 'Main Menu', 'Susan Baack's Home Page', and 'Google'. A navigation bar at the top contains links for 'Personal Information', 'Student Services', 'Financial Aid', 'Faculty Services', 'Employee Services', and 'Communications'. The main content area features a yellow banner with the text: 'Welcome, Susan G. Baack, to Montana State University - Billings Information System! Last web access'. Below this, there is a prompt: 'Have you been to MyMSU Portal recently? Remember, you may receive personal announcement there anytime; it's rec... Log in and check out What's New in MyMSU!'. A list of links is provided, including 'Announcing MyMSU Portal', 'Student Information', 'Electronic Billing and Payment', 'Financial Aid Information', 'Employee Information', 'Faculty Information', and 'Personal Information'. The 'Personal Information' link is highlighted in red. At the bottom, there is a 'Return to Homepage' link.

3. Return to Homepage



The screenshot shows the 'Personal Information' page in a Windows Internet Explorer browser. The address bar displays the URL: https://atlas.montana.edu:9003/pls/biagent/tvblw/bis.P_GenMenu?name=bmenu.P_GenMenu. The browser tabs include 'Personal Information Menu', 'Susan Baack's Home Page', and 'Google'. A navigation bar at the top contains links for 'Personal Information', 'Student Services', 'Financial Aid', 'Faculty Services', and 'Employee Services'. The main content area features a yellow banner with the text: 'Please verify and update your address and e-mail.'. Below this, there is a list of links: 'Change PIN', 'Change Security Question', 'View or Update Address(es) and Phone(s)', 'Update E-mail Address(es)', 'View Emergency Contacts', and 'Update Emergency Contacts'. The 'Update E-mail Address(es)' link is highlighted in red.

4. Update E-mail Address(es)

Changing Your Preferred Email

Update E-mail Address(es) - Select Address

To **update** an existing e-mail address, click the **e-mail address**.
To **insert** a new e-mail address, select an address type from the pull-down list and click Insert

E-mail Addresses

Forward for University Recognized (OFFICIAL) E-mail Address
sbaack@msubillings.edu
Comment: Forward to UNIV address

Personal E-mail Address
sbaack@msubillings.edu Preferred

University Recognized (OFFICIAL) E-mail Address
susan.baack@myportal.montana.edu
Comment: Automatically Assigned University Recognized E-mail Address

Type of E-mail to Insert: Select
Select
Forward for University Recognized (OFFICIAL) E-mail Address
Personal E-mail Address

Submit

5.

Update E-mail Address(es) - Update/Insert

When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.
Note: You may specify only one preferred e-mail address.

Forward for University Recognized (OFFICIAL) E-mail Address
E-mail:
Comment:

Submit Reset

Select a Different E-mail Address to Update

6.