Managing Your E-mail Addresses

The initial E-mail Information screen is divided into two sides. On the left hand side, there are two e-mail address hyperlinks—one for the primary e-mail address and one for the secondary e-mail addresses. To edit the existing Primary e-mail address, click on the hyperlink on the left hand side of the screen. In the text field on the right hand side, enter the new e-mail address. Click on submit all changes, then click submit.

It's recommended that you add at least one secondary e-mail address. To do so, on the left hand side of the screen, click on the hyperlink for new e-mail address under the Secondary e-mail addresses section.
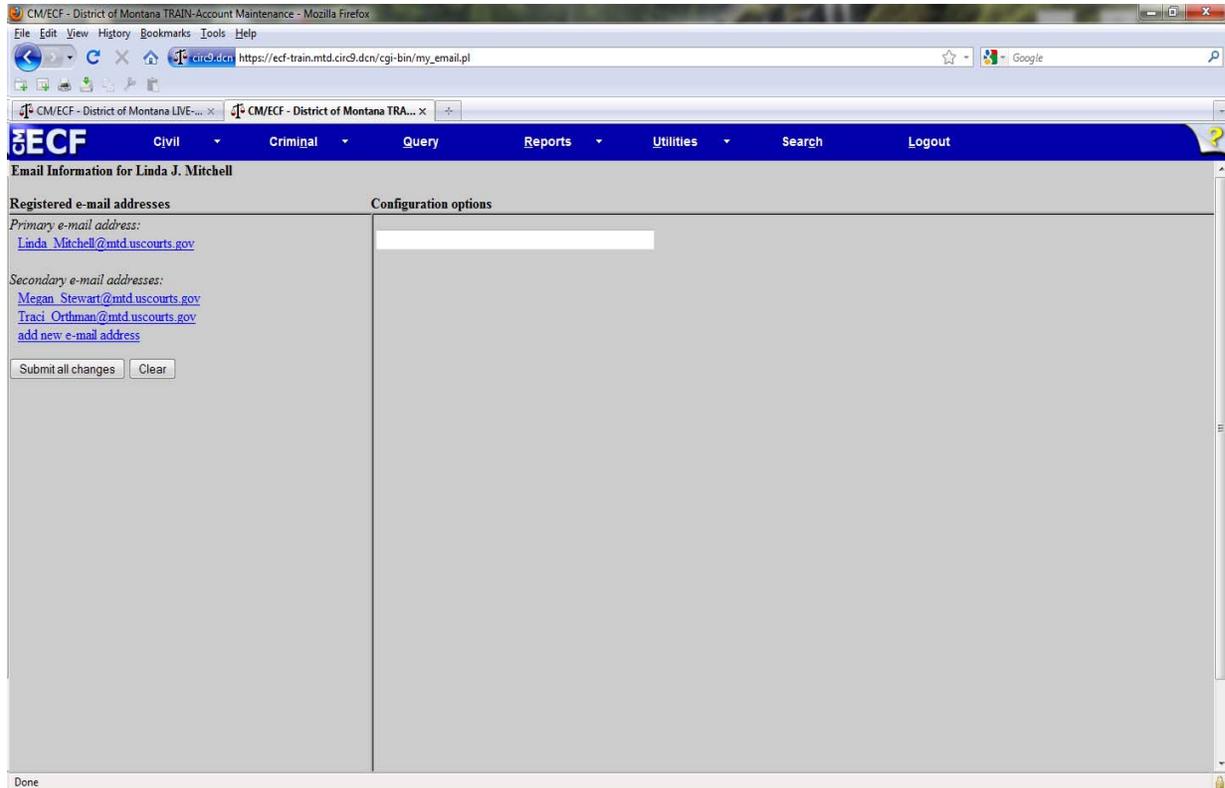
Enter the complete e-mail address and configuration options will appear under the e-mail address on the right side of the screen. Click submit all changes and then click submit again. To access the configuration options for existing email addresses (listed on the left side of the screen), click on the email address on the left.

To delete an existing e-mail address, simply click on the hyperlink for the e-mail address on the left hand side of the screen. When the text field appears on the right hand side of the screen, delete all text from the field and submit all changes, then click submit again.