



# County of San Bernardino EMAIL ADDRESS UPDATE

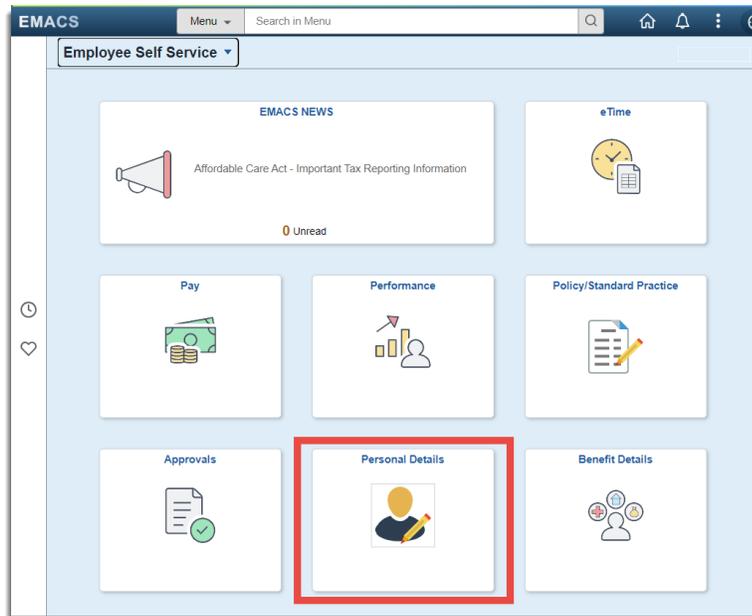
## Overview

Employees can maintain an email address in EMACS. EMACS will use the address on file for email communication. Employees can add, update, change or delete their addresses.

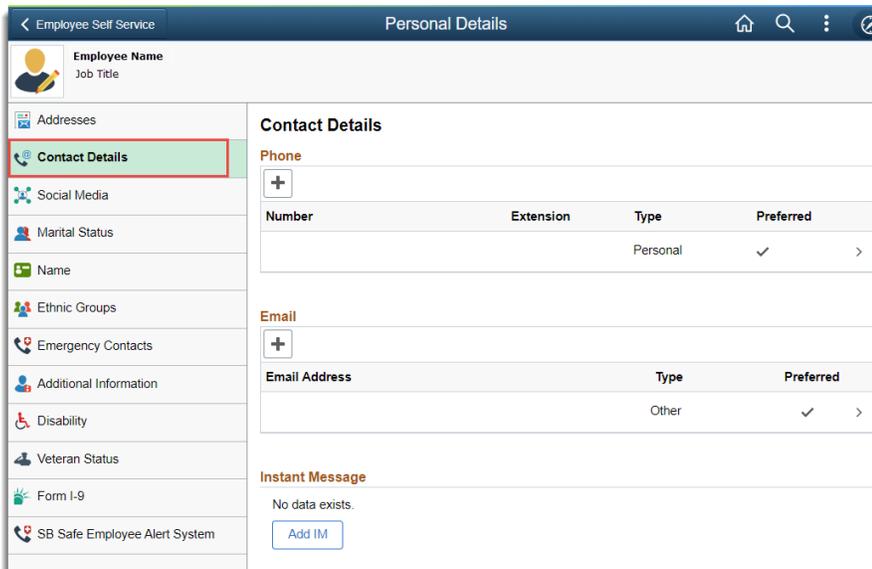
## Navigation

Employee Self Service Homepage > Personal Details Tile

Click on the **Personal Details** tile.



On the left hand side menu, you will select **Contact Details**.





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If you do not have an email address on file you will want to select Add Email.

**Email**

No data exists.

[Add Email](#)

If there is an email address on file and would like to make an edit select the arrow (>) to the right.

**Email**

[+](#)

Email Address	Type	Preferred	
<a href="mailto:employee@dept.sbcounty.gov">employee@dept.sbcounty.gov</a>	Other	<input checked="" type="checkbox"/>	<a href="#">&gt;</a>

The Email Type will need to be '**Other**'. Type in your email address in the correct format. After updating your email address, click on the '**Save**' button.

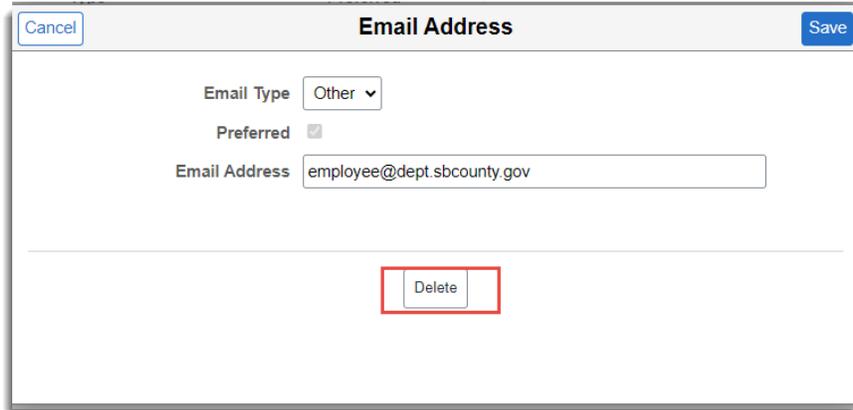
[Cancel](#) **Email Address** [Save](#)

\*Email Type

Preferred

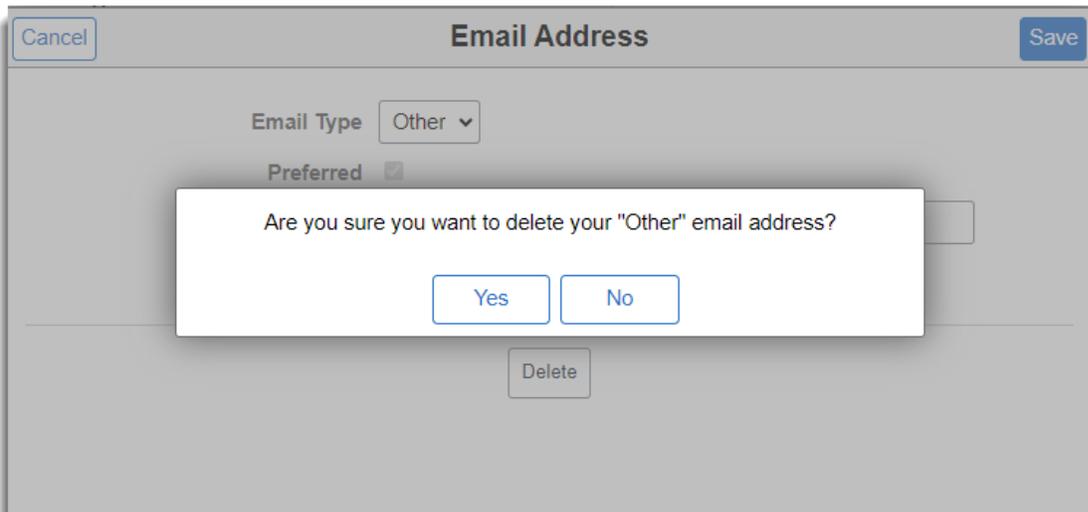
Email Address

**Delete your Address** - You may delete the existing email address by clicking on the 'Delete' button. After clicking 'Delete', you will be required to confirm your selection.



The screenshot shows a web form titled "Email Address". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains the following fields: "Email Type" with a dropdown menu set to "Other", "Preferred" with a checked checkbox, and "Email Address" with a text input field containing "employee@dept.sbcounty.gov". A "Delete" button is located at the bottom center of the form and is highlighted with a red rectangular border.

Click 'Yes' to delete or 'No' if you change your mind.



The screenshot shows the same "Email Address" form as above, but with a confirmation dialog box overlaid in the center. The dialog box contains the text "Are you sure you want to delete your 'Other' email address?" and two buttons: "Yes" and "No". The "Delete" button from the form is visible at the bottom center, but it is dimmed (disabled) because the confirmation dialog is open.

**EMACS will use the address you provide for email communication.**

After you update your address, EMACS will send you a confirmation email. If you don't receive it within 20 minutes, verify you entered the address correctly and retype as necessary.

If the address is correct but there is still no email confirmation, contact the **ISD Help Desk at (909) 844-4884**