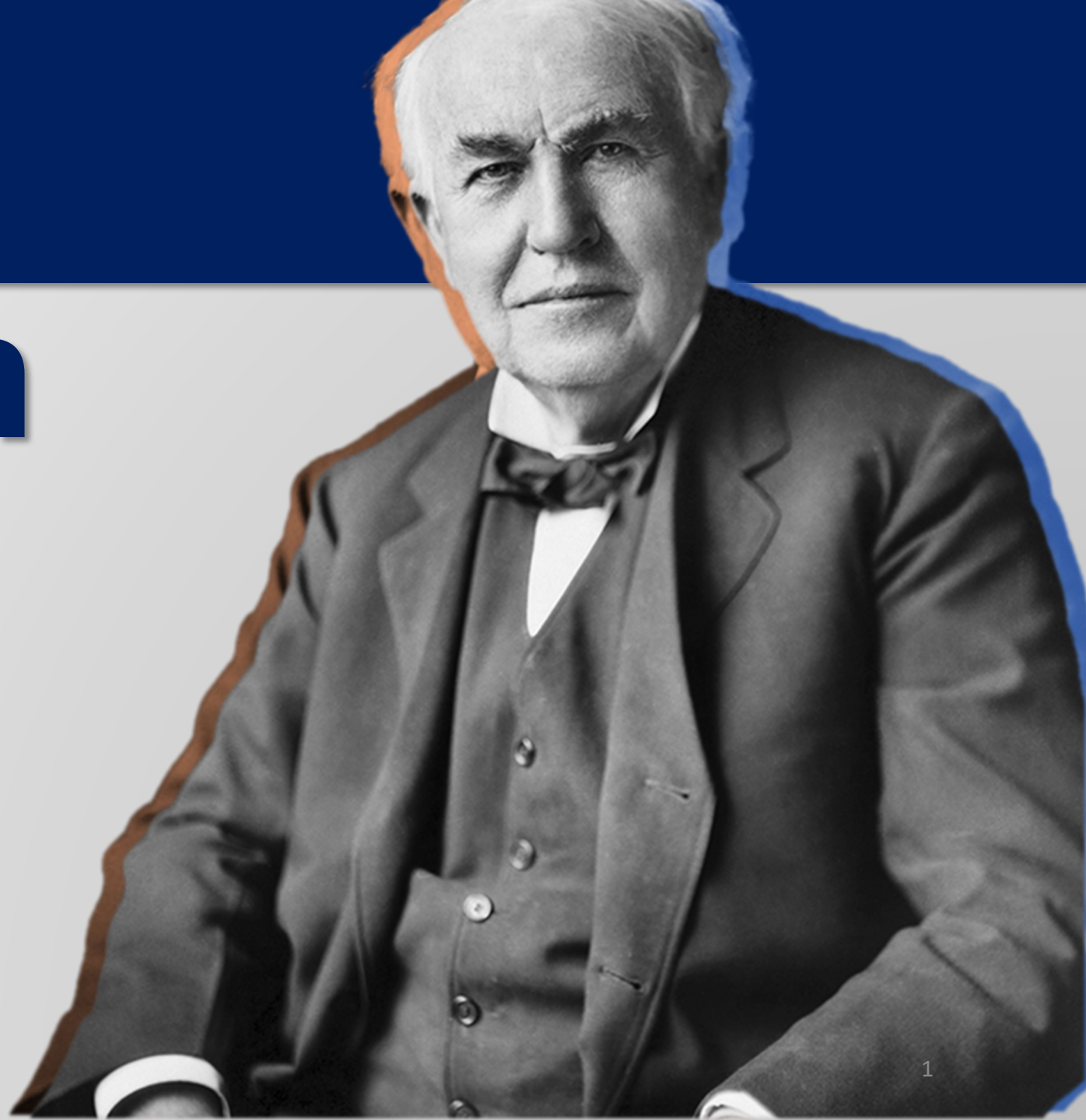


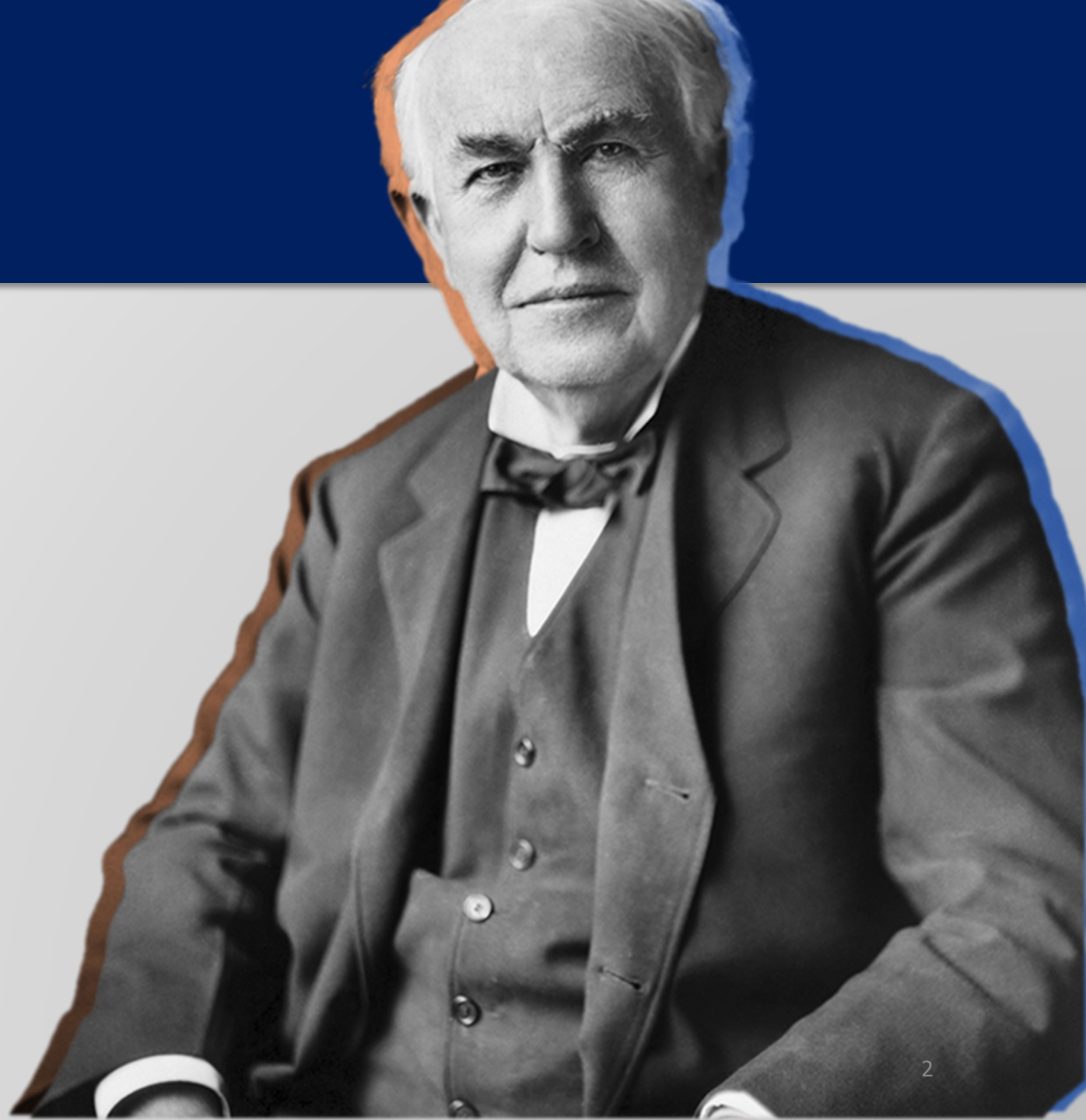
'How to' in Edison

PARTNERS
FOR HEALTH

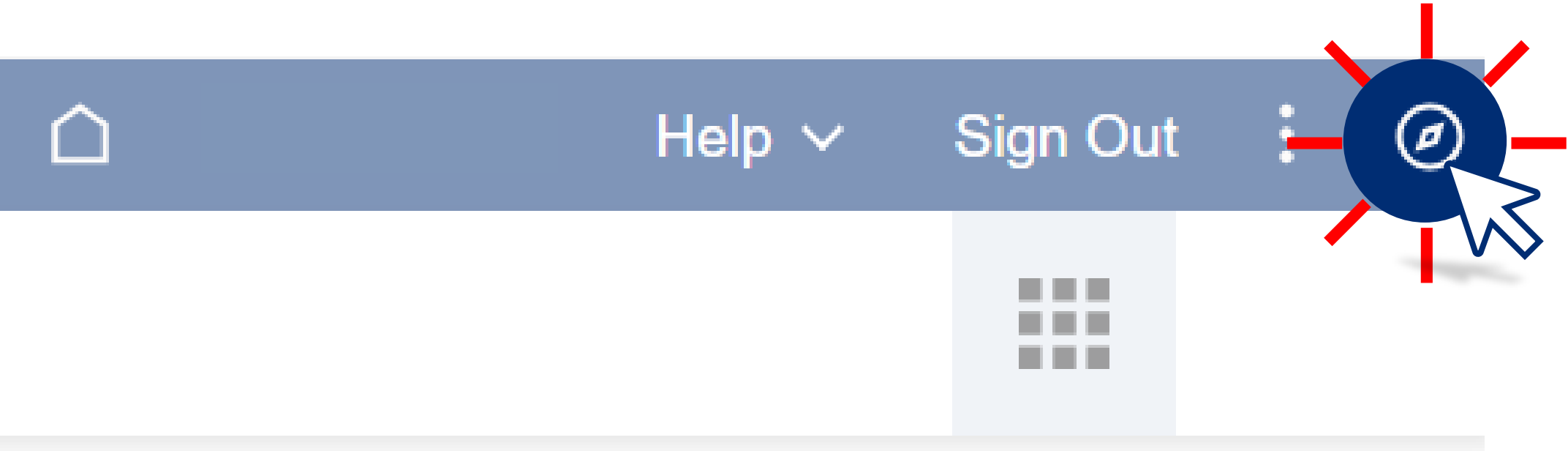


'How to'
check your
email

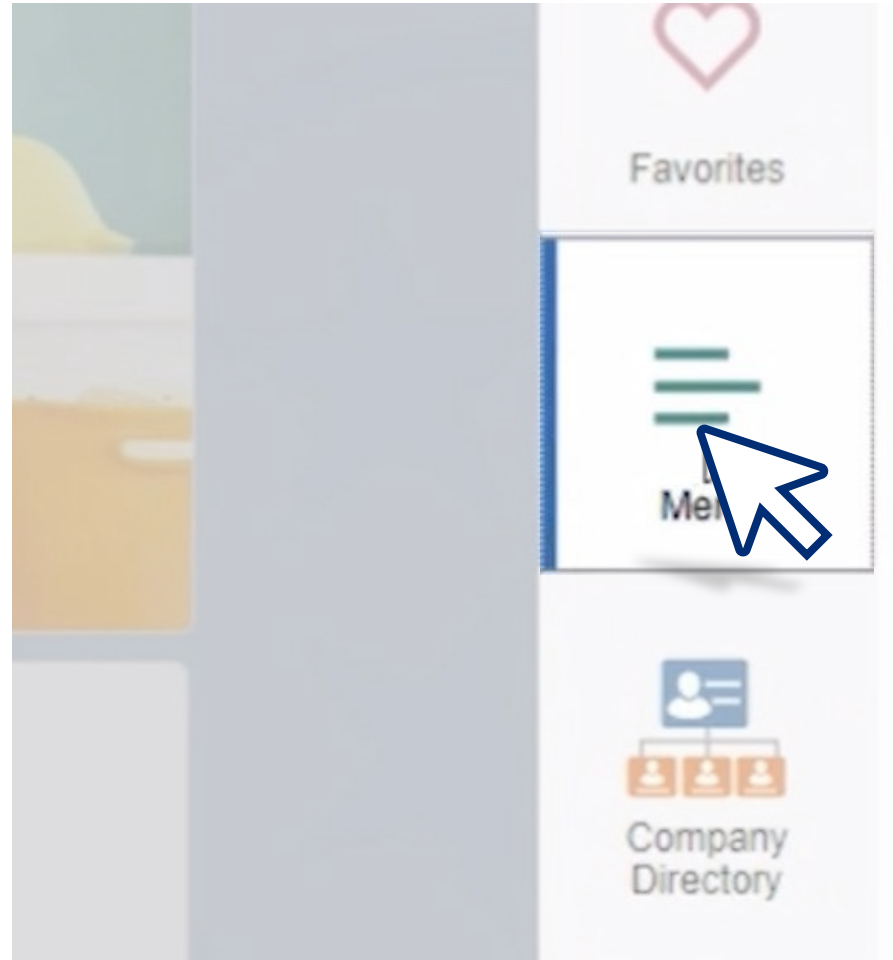
PARTNERS
FOR HEALTH



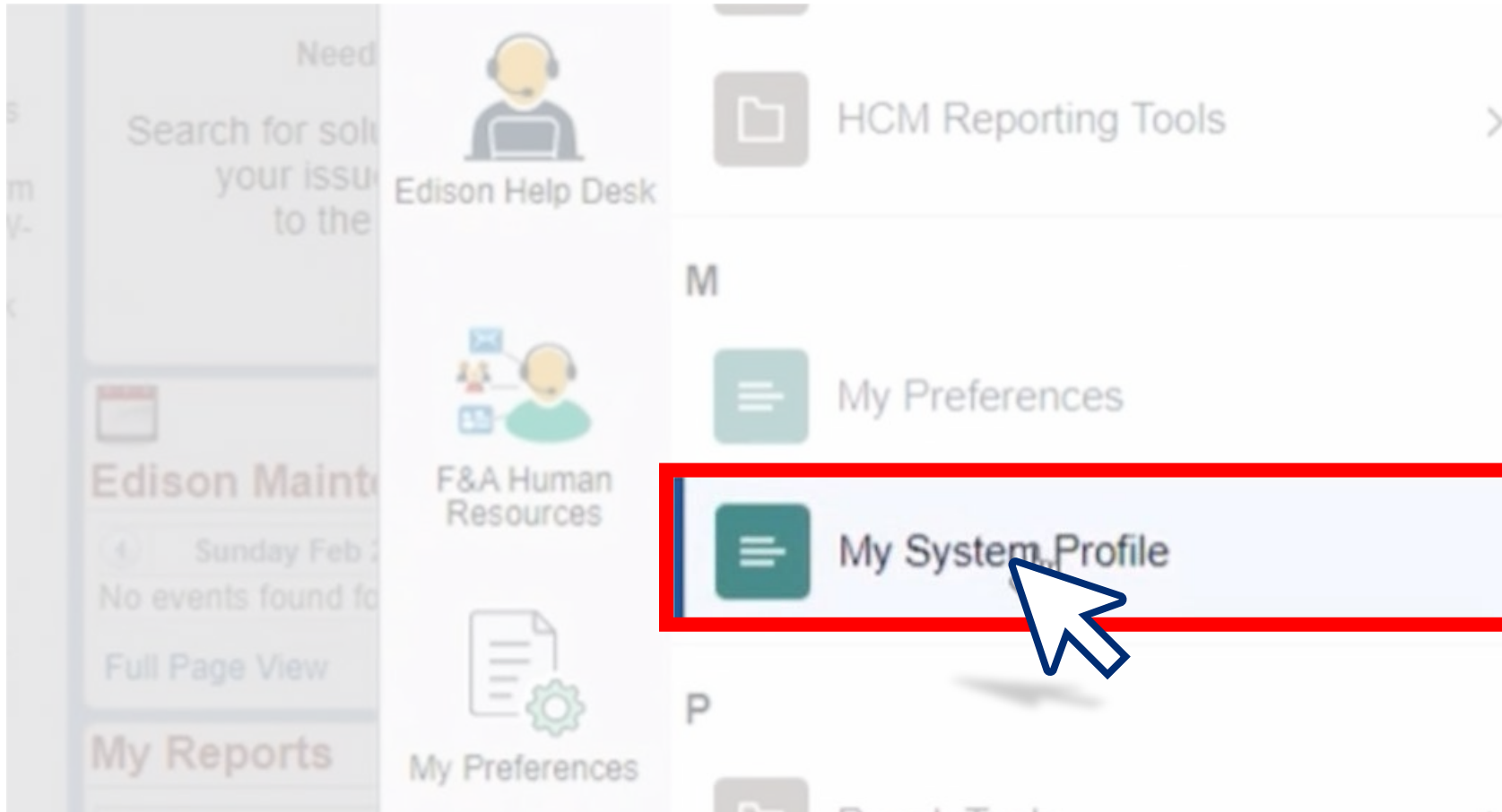
From the Edison homepage click the navigation icon at the top, right-hand side of the page.



Click on "Menu."



Click on "My System Profile."



Here, you should see a checkmark next to the “Primary” email account. This should be your work email address. If you do not have an email address or the correct email address listed, click the “Change or setup email address” link.

The screenshot shows an 'Email' management interface. At the top, there are icons for a list and search, and a pagination control showing '1-3 of 3'. Below this is a table with three columns: 'Primary Email Account', 'Email Type', and 'Email Address'. The table contains three rows: 'Home' (unchecked), 'Primary' (checked), and 'Work' (unchecked). The 'Primary' row is highlighted with a red border. Below the table, there is a link 'Change or setup email address' also highlighted with a red border. Below the link, there is a note: 'If you will be temporarily unavailable, you can select an alternate user to receive your routings.' and a search box labeled 'Alternate User ID'.

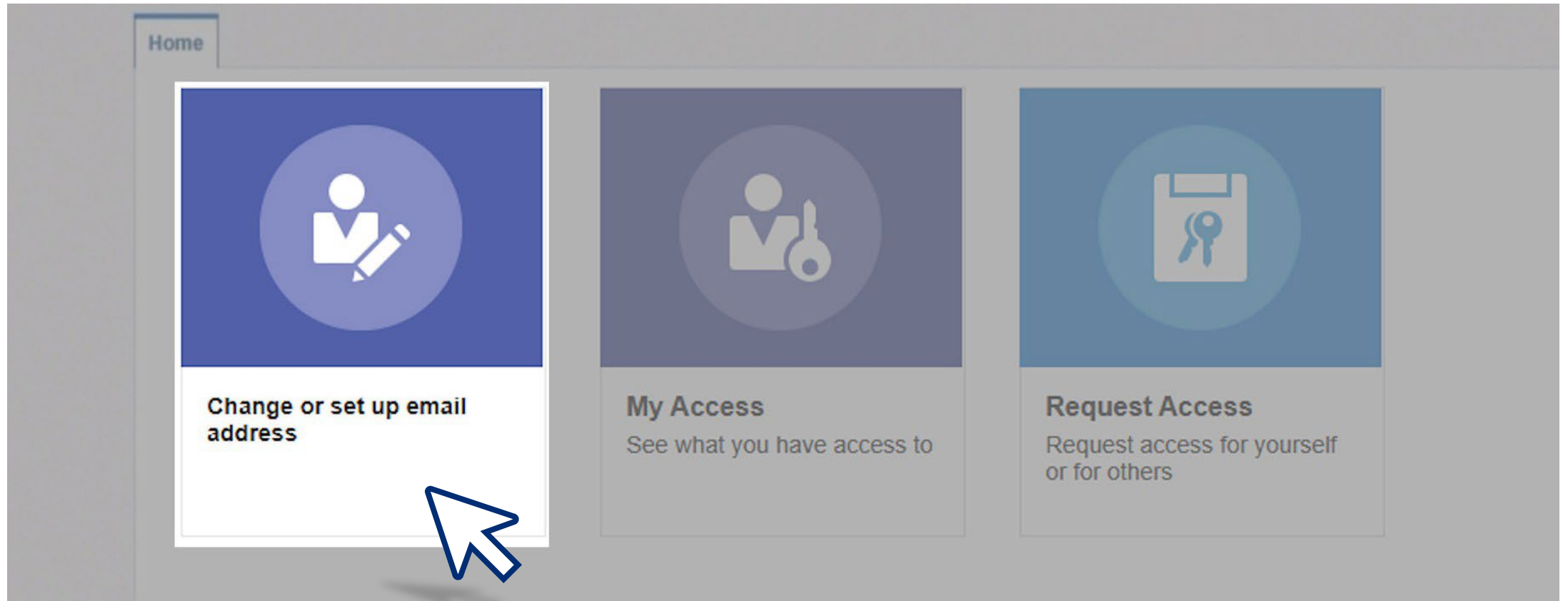
Primary Email Account	Email Type	Email Address
<input type="checkbox"/>	Home	
<input checked="" type="checkbox"/>	Primary	wrong.email@gmail.com
<input type="checkbox"/>	Work	

[Change or setup email address](#)

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

Click the “Change or setup email address” image.



Enter (or replace) the “Primary Email Account” field – again – using your work email.

▲ Basic User Information

First Name

Middle Name

*Last Name

* Primary Email

Business Email

Work Email

Home Email

Other Email

Blackberry Email

* Display Name

Manager

Apply Cancel

Then, click "Apply."

* Required fields

ame

ame

ame

mail

mail

