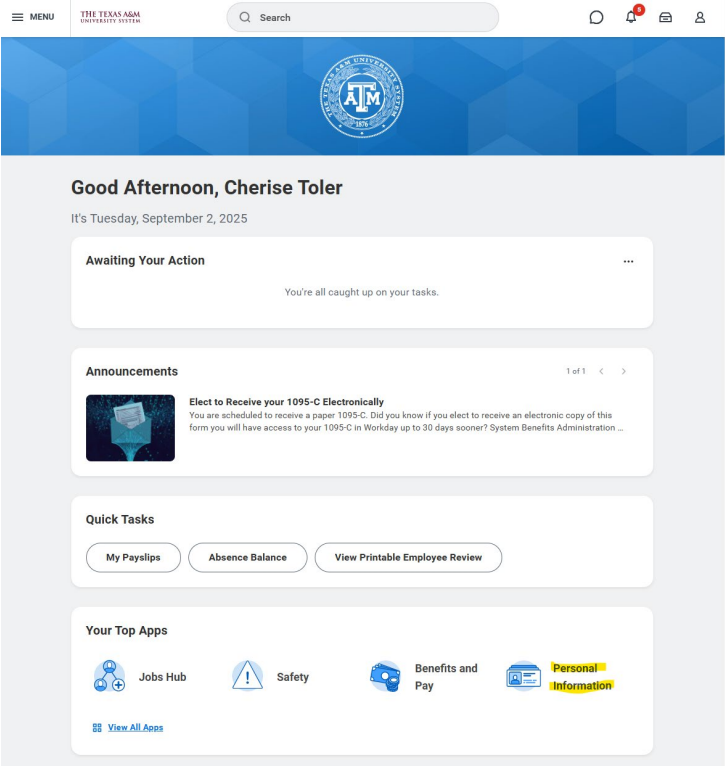
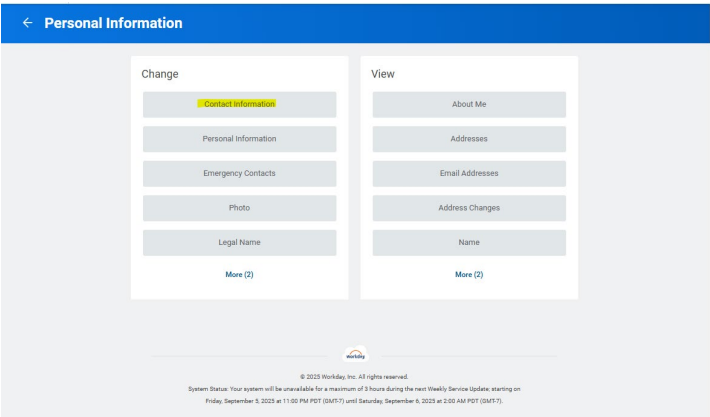


# Workday – Update Work Email Address

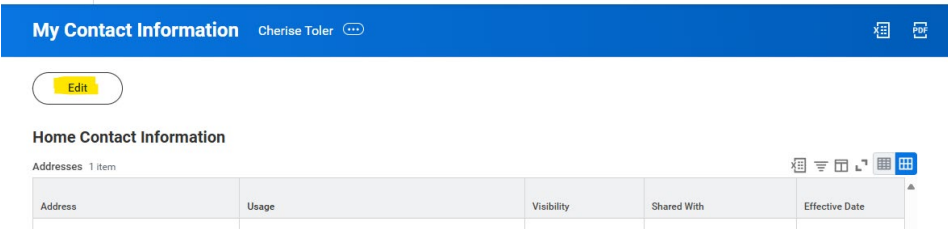
1. From the Workday home page, choose **Personal Information** under **Your Top Apps**



2. Choose **Contact Information**



3. Choose **Edit**



4. Under **Work Contact Information**, use the **pencil icon** under the **Primary Email** section to update your email address.

**Work Contact Information**

**Business Location**

Address

**Primary Work Location**

Current work location is alternate location.

**Alternate Work Location**

Address

✕

✎

**Usage**

Primary Work Station

**Visibility**

Public

**Additional Address**

Add

**Primary Phone**

Phone

✕

✎

**Additional Phone**

Add

**Primary Email**

Address \*

✕

✎

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