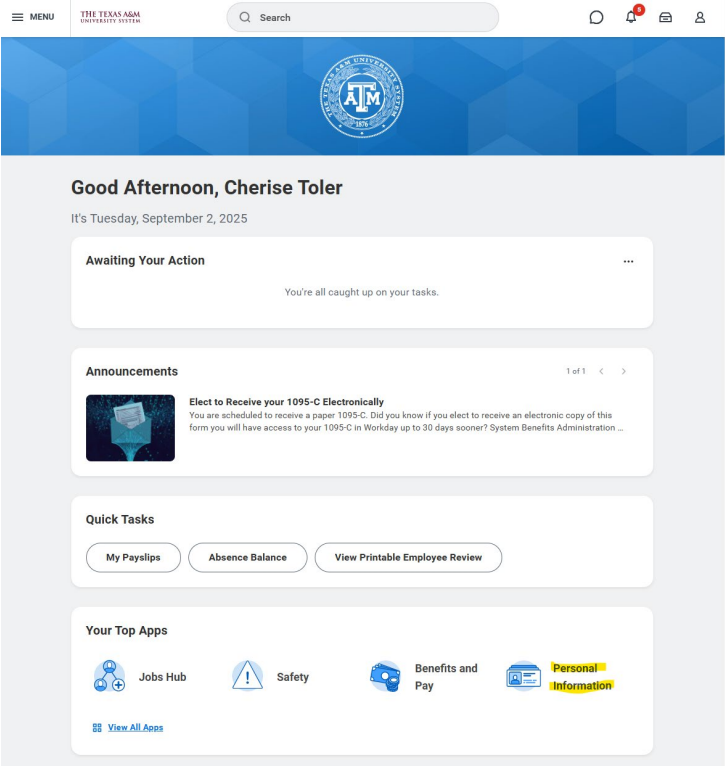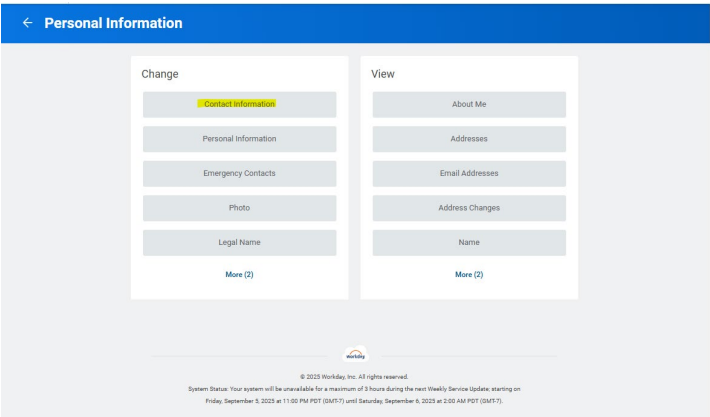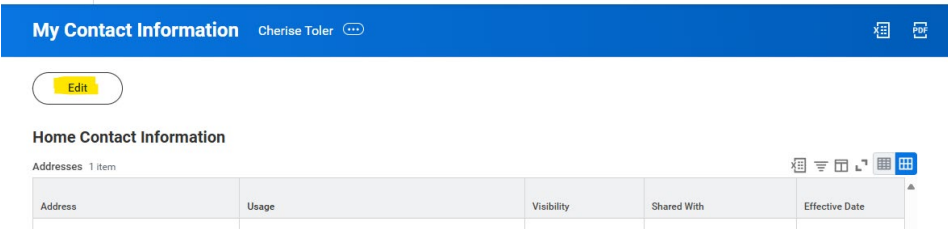# Workday – Update Work Email Address

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 P**rimary Email** section to update your email address.