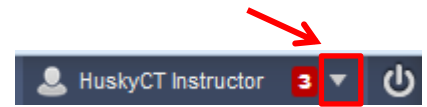


# How to change your default email address in HuskyCT

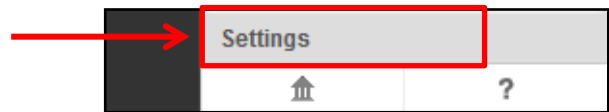
By default, the email address for each user in HuskyCT will be the one on record in PeopleSoft, which will be your “@uconn.edu” email address. This can be changed within HuskyCT and will only affect email communications or email notifications sent from a HuskyCT site. The other mail tool in HuskyCT, which is called “Messages” is not affected by any change in email address, because all communication using that tool remains in HuskyCT and can only be accessed when logged in to HuskyCT.

## Access link to “Edit Personal Information”

1. At the upper right-hand corner of the My Courses page, click on the gray down arrow between your name and the logout button



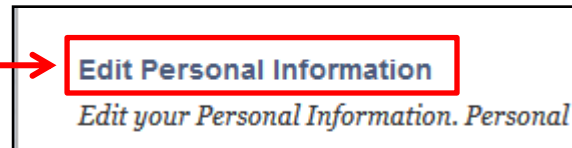
2. Click on “Settings” at the bottom of the menu that appears.



3. On the next menu, click on “Personal Information”

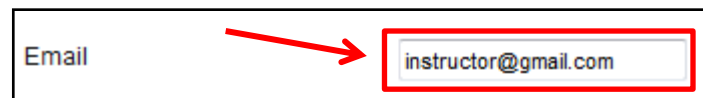


4. On the next menu, click on “Edit Personal Information”



## Edit your default email address

1. On the next screen, locate the Email field and edit the address



2. At the bottom of that screen, save the changes by clicking on “Submit”

