

Preferred Email in UCPATH Instructions

The Collaborative Update emails are delivered to employees' **Preferred** email address as indicated in **UCPATH**. Employees may update their email addresses and/or their **Preferred** selection anytime.

Shortcut

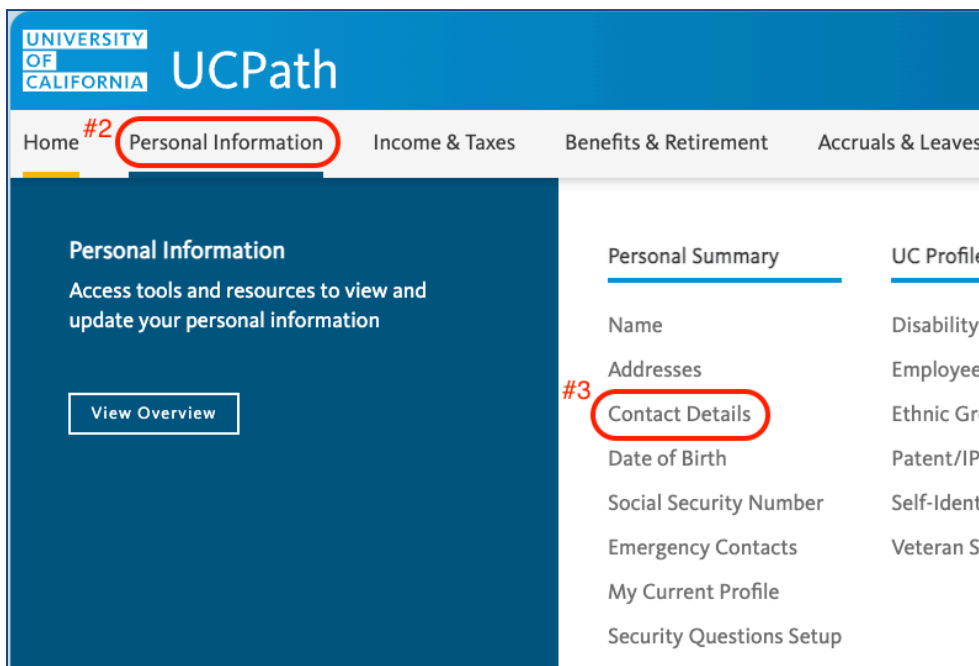
[UCPATH](#) > Personal Information > Personal Summary > Contact Details > Email > Select Preferred

Step-by-step Instructions

1. Log into [UCPATH](#) and select University of California San Diego.
2. Select **Personal Information** in the top navigation bar.
3. Under **Personal Summary**, select **Contact Details**.
4. <answer the security question>
5. On the **Contact Details** page, use the **Email** section.
6. To ADD a new email, use the plus sign '+'.
7. To EDIT an existing email, *click on the specific row*.
8. In the email ADD or EDIT screen, tick the **Preferred** box for your choice.
9. Sign out of UCPATH.

Step-by-step Guide with Images

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- On the **Contact Details** page, use the **Email** section.
- To ADD a new email, use the plus sign '+'.
#5
- To EDIT an existing email, *click on the specific row*.
#6

Contact Details

Phone

+

Number	Extension	Type	Preferred
		Business - Primary	>
		Mobile - Personal	✓ >
		Home	>

Email #5

+ #6

Current Selection

Email Address	Type	Preferred
	#7 Business	✓ >
	#7 Home	>

- In the email ADD or EDIT screen, tick the **Preferred** box for your choice.

Email Address

Email Type Home

Preferred #8

*Email Address

- Sign out of UCPath.