

ESS Add Update Email Address (Fluid)

Purpose: Use this document to change and/or update employee email address in ctcLink.

Audience: HR Admin/Employees

Navigation: HCM Employee Self Service > Personal Details Tile > Contact Details

Add / Update Email Address

Add Email Address

1. The **Personal Details** page displays.
2. Select the **Contact Details** heading on the sidebar. The **Contact Details** page displays at the right
3. Select **[+] Add Email Address** icon button.
5. The **Email Address** pagelet displays. Select the **Email Type** from the drop-down menu.
6. Select **Preferred** checkbox if applicable.
7. Enter the new email address.
8. Select the **Save** button.
10. The **Contact Details** page displays.
11. The new email address is now listed in the **Email** section.

End of procedure.

Update Email Address

1. Select the **Contact Details** heading on the sidebar.
2. Select an existing email address row (do not select the actual email address link).
3. The **Email Address** pagelet displays.
4. Update the **Email Type** from the drop-down menu.
5. Select the **Preferred** checkbox if applicable.
6. Enter the new email address.
7. Select the **Save** button.

End of procedure.

Delete Email Address

1. Select the **Contact Details** heading on the sidebar.

2. Select an existing email address.
4. The **Email Address** pagelet displays. Select the **Delete** button.
5. A **Confirmation Message** displays. Select the **Yes** button.
6. The **Contact Details** page displays. The email address is now removed.

End of procedure.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included in this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to [ESS Add Update Email Address \(Fluid\)](#). this link will open in a new tab/window.