

# Changing Your CUNYfirst Preferred Email Address

1. [Log in to CUNYfirst](#)
2. Go to CUNYFirst Main Menu > Human Capital Management > Self Service > Personal Information > Email Addresses

## Email Addresses

[Redacted]

Email Addresses			
*Email Type	Email Address	Preferred	
Business	[Redacted]	<input checked="" type="checkbox"/>	Delete
Campus		<input type="checkbox"/>	Delete
Other		<input type="checkbox"/>	Delete

Add an Email Address

\* Required Field

Save

3. Add or select your preferred email address and click **Save**.



Your *Business* email can only be changed by HR.