Adding an Additional Email to a User’s Account

If a user’s primary email is different than the one associated with their PID (i.e. hokie.bird123@exchange.vt.edu), they must manually add this alternate email to their dashboard. After this email has been added, the user can then receive email notifications and make approvals through the alternative email account.

1. Settings: Select this tab to bring up the Personal Settings menu.
By default, this tab opens up in the Personal Settings menu. The user can see that their primary email defaults to the one associated with their PID.

2. Select the “Add Alternative Email”
3. Insert the user’s alternative email
4. Select the “Add” button after the email has been entered.

A message will appear that a message has been sent to the user’s Primary Email for verification.
After the user has verified the alternative email address, they can add another alternative email address if needed. The user can also select the “X” button by that new email address to delete it or select the pencil icon on the right-hand side to edit it.