

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

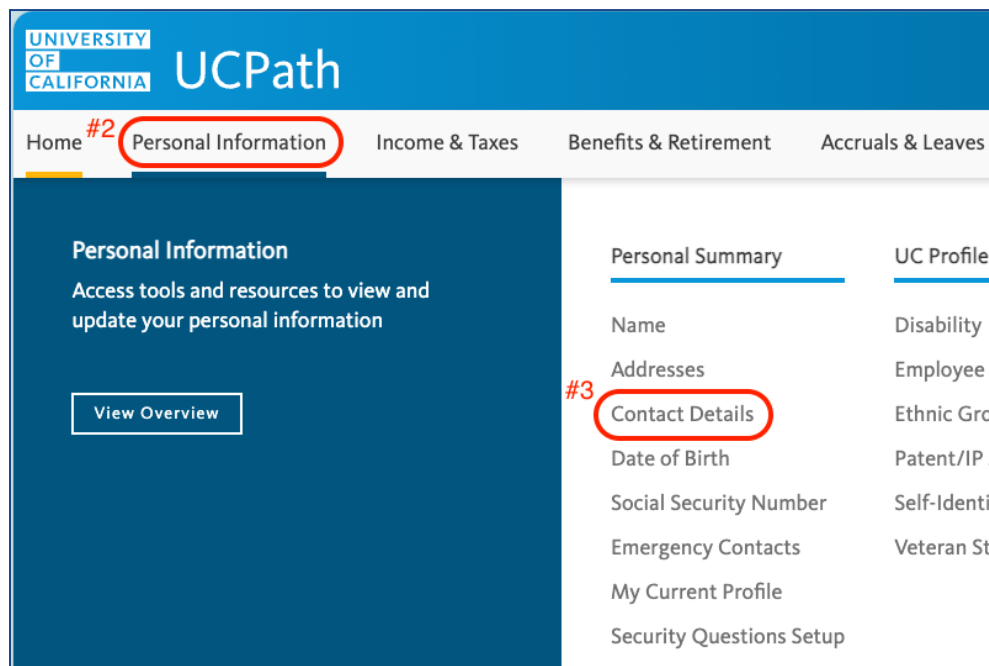
[UCPath](#) > Personal Information > Personal Summary > Contact Details > Email > Select Preferred

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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3. Under **Personal Summary**, select **Contact Details**.
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#5
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#6

+

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

Email

+

Email Address	Type	Preferred
	Business	Current Selection ✓ >
	Home	>

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

Cancel

Email Address

Save

Email Type Home

Preferred

☐

*Email Address sample@email.com

- Sign out of UCPATH.

Sign out