

Add an Email Address

1. [Search for an Employee](#).
2. From the *Employee-Appointment Menu* screen, select **Email Address**.
3. From the *Email Selection List* screen, select **Add New Email**.
 If no Email Address Information exists, the user is brought directly to the *Email Information* screen.
4. From the *Email Information* screen, complete the applicable fields. Select **Insert**.

Report: Use the **PHR EDV** report to see this data. Go to the [WOW Front Page](#) to use this report.