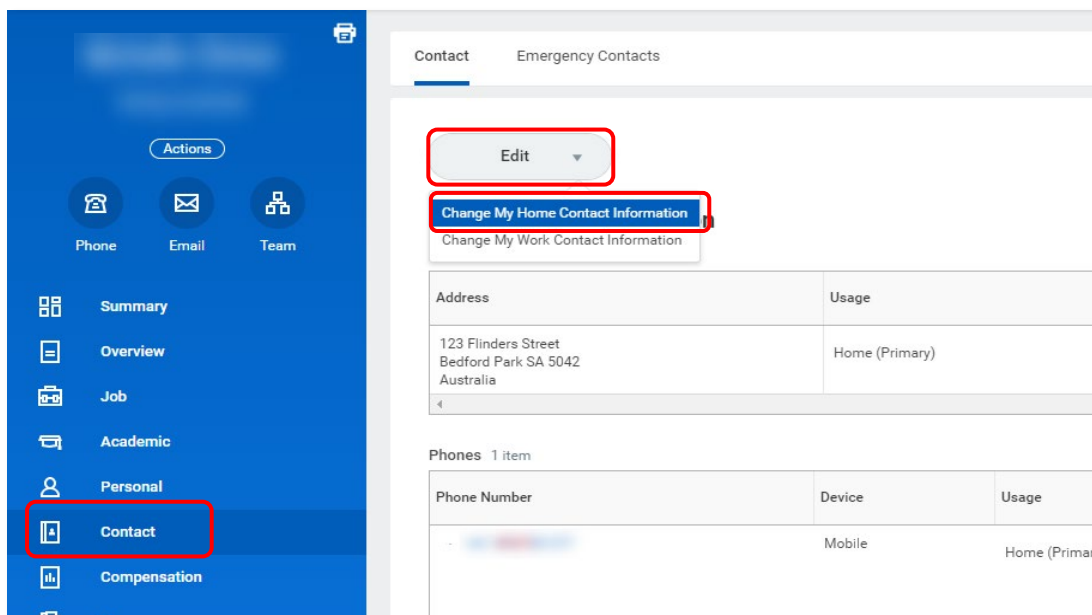


Your email address details are held in your Workday Profile. To change/add your personal email address, click on your *profile icon* in the top right-hand corner of the home page and select *View Profile*.



Select *Contact*, *Edit*, and then select *Change My Home Contact Information*



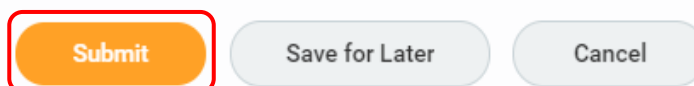
Scroll down to the Email section.

Click on to edit the fields and to confirm your changes.

Fields with a red star \* are mandatory fields.

You can also make changes to your home address and phone details.

Once all the relevant fields are complete, select *Submit*.

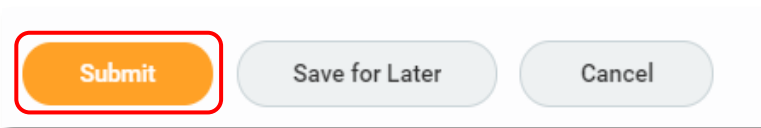


To **add** your personal email address if you do not currently have one recorded, scroll down to the Email section and click on *Add*



The screenshot shows a rectangular box with the title "Email" in the top left corner. Inside the box, there is a single button labeled "Add". This button is highlighted with a red rectangular border.

Add your email address and  to confirm your changes. Once all the relevant fields are complete, select *Submit*.



The screenshot shows three buttons arranged horizontally. The first button is orange and labeled "Submit", and it is highlighted with a red rectangular border. The second button is light grey and labeled "Save for Later". The third button is light grey and labeled "Cancel".