

Change your Email Address:

Home: your personal email address, if applicable

<u>*Campus*</u>: your Cal Poly Pomona email address that ends with @cpp.edu. Official emails from the university will use this email account.

Email Addresses			
Enter your email addresse	es below.		
f multiple email addresse ddress by selecting the p	es are entered, specify your primary contact email oreferred checkbox.		
* EMAIL TYPE 🔺	* EMAIL ADDRESS 🔺	PREFERRED	▲ DELETE
Campus	@cpp.edu	Preferred	X Delete
Home	▼	Preferred	🗙 Delete
Other	✓	Preferred	★ Delete
Add an Email Address	Save		

To view, add or change an Email Address:

- 1. Log into **BroncoDirect**.
- 2. Click the Student Center menu, next click Personal Information pull-down menu select My Email Address.

*	Student Center	>
•	Personal Information	~
Му	ı Email Addres	ses

To Change/Edit an Existing Email Address:

- 1. Select the **EMAIL TYPE** box from the drop-down menu [Dorm, Home, On-Campus or Other]
- 2 Enter the New EMAIL ADDRESS



To Add an Email Address:

1. Click Add an Email Address

Add an Email Address

2. Select EMAIL TYPE box from the drop-down menu

* EMAIL TYPE 🔺		
Other		
Dorm		
Home		
On-Campus		
Other		

- 3. Enter your email address
- 4. Check the **Preferred** box to indicate primary email address



To Delete an email address:

1. Click the RED **Delete** button



Importantly, don't forget to click the Save button