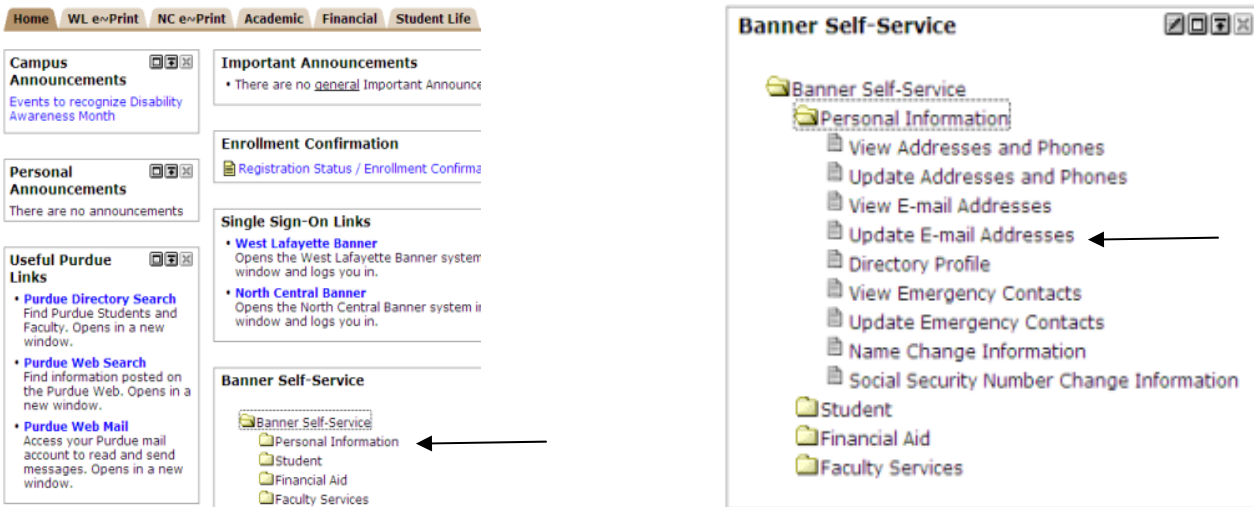


## Updating E-mail Address Preferences

1. Log-in to myPurdue.
2. Open the folder titled "Banner Self Service" on the homepage.



3. Open the folder titled "Personal Information."
4. Select "Update E-mail Addresses."



5. In order to change your preferred e-mail, you must make changes to the WL Campus e-mail. Click on the e-mail hyperlink.
6. Change the address accordingly. Check "make this your preferred address." Click Submit.

**WL Campus**  
[ireitman@purdue.edu](mailto:ireitman@purdue.edu) Preferred

Type of E-mail to Insert:

**WL Campus**  
 E-mail:   
 Comment:   
 Delete this address:   
 Make this your Preferred address:

**Preferred WL Campus**  
 ireitman@purdue.edu

Select a Different E-mail Address to Update