

Update an Email Address

15. On the **Contact Details** page, click the **Type** associated with the **Email Address** to update. NOTE: Do not click the email address; it is a link which opens a new email, using the selected email address.

16. On the **Email Address** page, make the necessary changes.

17. Click the **Save** button.

Delete an Email Address

18. On the **Contact Details** page, click the **Type** associated with the **Email Address** to delete. NOTE: Do not click the email address; it is a link wi