

Updating Your Email Address

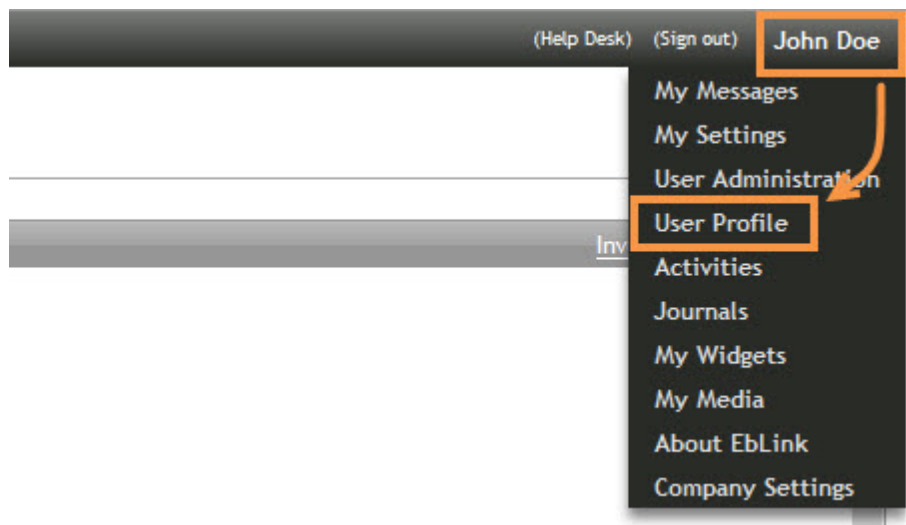
Updated: April 23, 2015

It is important to keep the email address in your user profile up to date. This email address is used in several ways:

- It is on your address book contact in your company's address book.
- If you are your building's main contact for booking and are a part of a venue network, this email address (as well as other user profile information) will be included in the corporate calendar view avails.
- EventBooking uses this email address to contact you.

To update your email address:

1. Hover over your name in the upper right corner of your EB account and click *User Profile*.



2. Every account must have a primary email address, so you will need to add your new address before removing the old one. Click *Add E-mail Address*.

The screenshot shows a user profile page with the following sections:

- Company**: EB Beta Company
- Email *Primary Email Address Required**: Main johnd@ebdemo.com
- [Add E-mail Address]**: A blue link highlighted with an orange box.
- Website**: Main http://www.ebbeta.com
- [Add Website]**: A blue link.

3. Type your new email address in the dialogue box and click *Save*.

The screenshot shows the 'Add E-mail Address' dialog box with the following fields and buttons:

- Type:** Main (dropdown menu)
- E-mail Address:** jdoe@ebdemo.com (text input field, highlighted with an orange box)
- Buttons:** Save and Cancel

An orange arrow points from the 'Save' button to the 'E-mail Address' field.

4. Click *Make Primary*.

The screenshot shows the account settings page with two email addresses listed:

Type	Email Address	Primary
Main	johnd@ebdemo.com	Primary
Main	jdoe@ebdemo.com	Make Primary

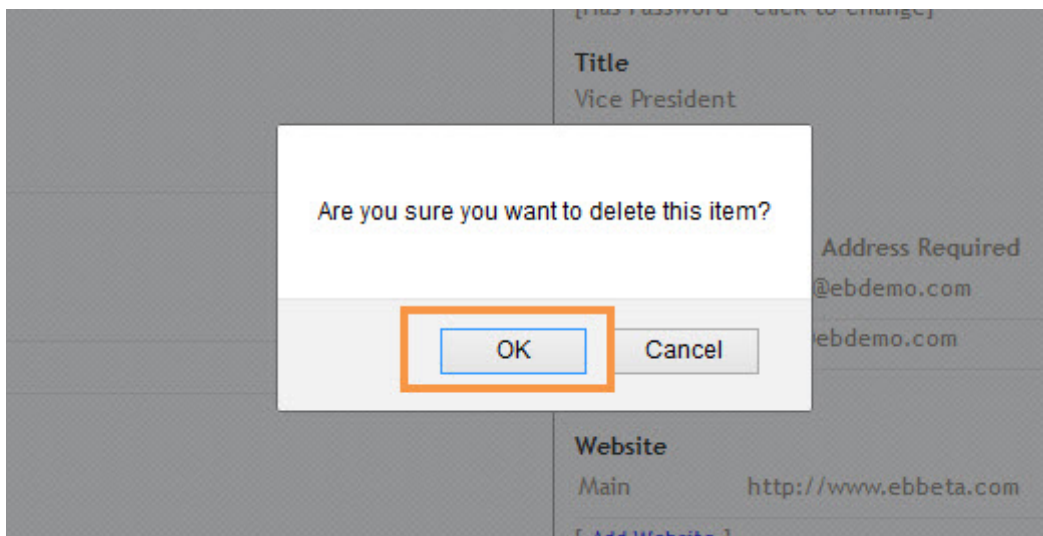
The 'Make Primary' link for the second email address is highlighted with an orange box.

Below the email list, there is a blue link **[Add E-mail Address]** and a **Website** section with **Main http://www.ebbeta.com** and a blue link **[Add Website]**.

5. Now that your new address is the primary email, you will be able to delete the old one. Hover over the row of the email you would like to remove and a red X will appear. Click the red X.



6. Confirm that you would like to delete the email address by clicking OK.



7. Your email address has been updated, both in your user profile and in your company's address book.

