

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar to login into CUNYfirst.
2.	Enter your CUNYfirst Username and Password and click the  Submit button to login.
3.	Click on Self Service link under Enterprise Menu 
4.	<p>You can view/update your email address by using either of the following two methods:</p> <p>Method 1: Navigate to: <i>Self Service > Personal Information > Personal Information Summary</i> Then click on </p> <p>Or</p> <p>Method 2: Navigate to: <i>Self Service > Personal Information > Email Addresses</i></p> 

The email addresses page is displayed. Please review and verify your information.

Note: CUNYfirst will only send email communication and email notifications to your College email account. The Lehman College email account should always be set to the "Business" email type.

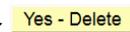


To update your email information follow the steps below:

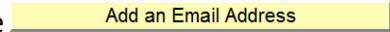
Modifying an existing email address

1. Type over the existing email address you want to modify in the Email Address field
2. Click the  button, then click  on the Save Confirmation Page

Deleting an existing email address

1. Click the  button of the email address you wish to delete
2. On the delete confirmation page click 
3. Next click the  button and then click  on the Save Confirmation Page

Adding a new email address

1. Click the 
2. Under the ***Email Type** drop down menu  select an email type that's not already being used
3. Enter a valid email address
4. Click the  button and then click  on the Save Confirmation Page