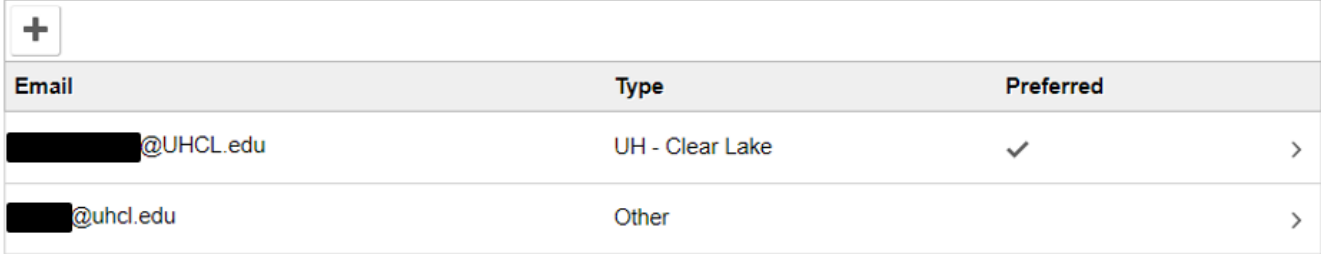# Adding an Email Address

Steps	Descriptions
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices. Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the **Personal Information** tile
3.	Select **Contact Details**
4.	Click the ➕ icon to add a new email address. If you need to make a correction to the address, select the email address.
5.	1. Select email Type from drop down menu. 2. Type the new email address. 3. If this is your preferred email, check the Preferred box. *Please note that if you are a current UHCL student, your UH-Clear Lake student email will default as your preferred email. 4. Click Save.