

# Viewing Preferred Email Address

Go to: "Student" tab in Lesesne Gateway

- Click on "Update Addresses and Phones" under Personal Information

The screenshot shows the Lesesne Gateway Student tab interface. The top navigation bar includes Home, Campus Life, Library, Student, Faculty, Employee, MyTab, and Training. The main content area is divided into several sections: Manage Money & Make Payments, Email (Microsoft Office 365), Personal Information, Password Management, Registration Tools, Transcript Request, My Courses, Financial Aid Spotlight, Student Services and Resources, and Academic Support Center. A red arrow points to the "Update Addresses and Phones" link in the Personal Information section. The Password Management section is highlighted with a yellow background and a red border.

- Click on the "Personal Information" Tab or "Return to Menu"

The screenshot shows the "Update Addresses and Phones - Select Address" page. The top navigation bar includes "Back to Student Tab", "Personal Information", "Financial Aid", "Faculty Services", and "Employee". A red arrow points to the "Personal Information" tab. Below the navigation bar is a search box and a "Go" button. The main content area has a heading "Update Addresses and Phones - Select Address" and a sub-heading "Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit." Below this is a table with columns "Addresses and Phones" and "Phones". The table has two rows: "Permanent Home" and "Current". The "Permanent Home" row has a "Permanent Home" link, and the "Current" row has a "Current" link. Below the table is a "Type of Address to Insert:" dropdown menu with "Select" as the current selection. A "Submit" button is located below the dropdown menu. A red arrow points to the "Return to Menu" link in the top right corner of the page.

[ [View Addresses and Phones](#) ]

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- Click on “View E-mail Address”

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**Personal Information** **Financial Aid** **Faculty Services** **Employee**

Search

## Personal Information

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[View Addresses and Phones](#)  
[Update Addresses and Phones](#)  
[View E-mail Addresses](#) ←  
[View Emergency Contacts](#)  
[Update Emergency Contacts](#)  
[View Ethnicity and Race](#)  
[Update Ethnicity and Race](#)  
[Update Marital Status](#)  
[Name Change Information](#)  
[Social Security Number Change Information](#)  
[Change your PIN](#)  
Need to update your PIN? Change it here.

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- Here you can view both preferred and personal E-mail addresses

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Back to Student Tab

**Personal Information** **Financial Aid** **Faculty Services** **Employee**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HEL](#)

## View E-mail Addresses

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Your active e-mail addresses are sorted by address type.

**E-mail Addresses**

<b>Citadel</b>	@citadel.edu Preferred
<b>Personal Email Address</b>	@gmail.com

← The word “Preferred” will appear after your preferred E-mail address

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[ [Update E-mail Addresses](#) ]

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