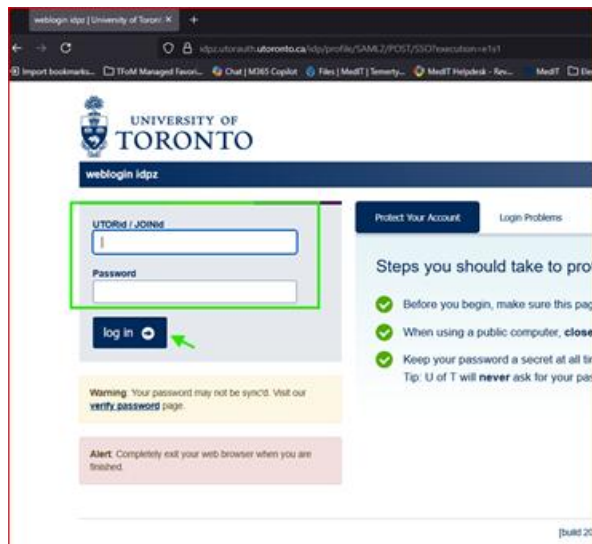
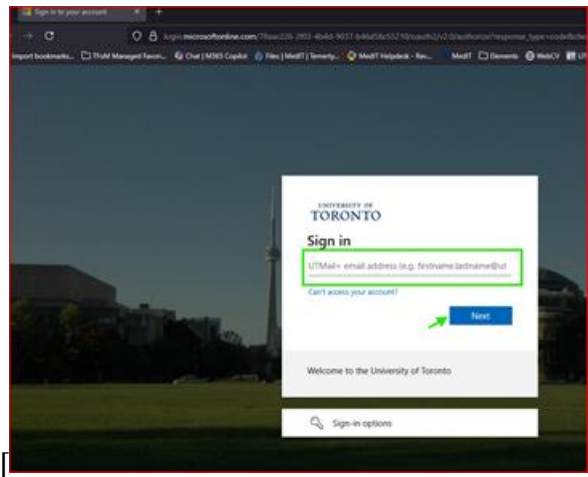


How to Change the Default Institutional Email in Elements

Step 1: Log in to Phonebook

Go to <https://authdirectory.utoronto.ca/> and sign in using your UTORid and password.



Step 2: Open Manage My Info

Click on the 'Manage My Info' tab.

UNIVERSITY OF TORONTO | Directory

Home **Manage My Info**

Find People

Use the U of T Directory to find staff, faculty and department contacts at U of T. For reasons including confidentiality, the directory is not a comprehensive list of all active U of T employees.

As a U of T faculty or staff member, you can [view and edit your contact information](#), view additional search results and phone numbers for other faculty and staff members, and export those results.

Name, Email, Phone Number or Job Title
 Search for people or job titles

Search for People By
 All Criteria

Campus

Faculty or Department
 Search for faculties or departments

Step 3: Edit Job Information

In the Job Information section, click 'Edit'.

Job Information

Title	Campus	Faculty or Department	Phone Number	Email
Systems Support Coordinator	St. George	Discovery Commons	416-978-3180	arnold.alfonso@utoronto.ca

Step 4: Add an Alternate Email

Click 'Add Another', enter the alternate email address, and click 'Save'.

Manage My Info / Edit Info

Edit Info

Job Information

Title [How to Edit Title](#)
 Systems Support Coordinator

Campus **Faculty or Department**
 St. George Discovery Commons

Phone Numbers

Phone Type	Phone Number	Extension (Optional)	Phone Capabilities (Optional)
Office	416-978-3180 (HR Contact)	None	Can receive voicemail Edit Remove

[Add Another](#)

Email Addresses

U of T Email Address
arnold.alfonso@utoronto.ca (HR Contact) [How to Edit U of T Email](#)

Email Addresses

Your HR Contact Email will be used for Human Resources' official communications to you.

U of T Email Address
arnold.alfonso@utoronto.ca (HR Contact) [How to Edit U of T Email](#)

Alternate Email Address
E.g. mariana.smith@utoronto.ca

[Save](#) [Cancel](#) [Remove](#)

Step 5: Return to Manage My Info

Click 'Back to Manage My Info'.

Email Addresses

U of T Email Address
arnold.alfonso@utoronto.ca (HR Contact) [How to Edit U of T Email](#)

Alternate Email Address
arnold.alfonso@uhn.ca [Edit](#) [Remove](#)

[Back to Manage My Info](#)

Step 6: Change Default Email

In Basic Information, click 'Change', select your preferred email, and click 'Save'.

Basic Information

Display First Name [How to Edit First Name](#)
Arnold

Last Name [How to Edit Last Name](#)
Alfonso

HR Contact Number
Select the number that Human Resources should use for official communications to you.
416-978-3180 (Office) [Change](#)

HR Contact Email
Select the email that Human Resources should use for official communications to you.
arnold.alfonso@utoronto.ca [Change](#)

Job Information

Basic Information

Display First Name [How to Edit First Name](#)
Arnold

Last Name [How to Edit Last Name](#)
Alfonso

HR Contact Number
Select the number that Human Resources should use for official communications to you.
416-978-3180 (Office) [Change](#)

HR Contact Email
Select the email that Human Resources should use for official communications to you.

arnold.alfonso@utoronto.ca [Save](#) [Cancel](#)

Select Email

arnold.alfonso@utoronto.ca

arnold.alfonso@uhn.ca

Job Information

Title	Campus	Faculty or Department	Phone Number	Email
-------	--------	-----------------------	--------------	-------

Step 7: Wait for Update

Allow 24–48 hours for the change to reflect in Elements.